INTERNSHIP NOTICE #6

The DonorsChoose.org internship program provides high school students with practical work experience in the non-profit sector. Our interns develop their communication, project management, research, and analysis skills while helping teachers and students all over the US!

A full description of the High School Internship Program is listed below. Please read carefully and meet all deadlines. The application deadline is Friday, October 5th.

If you have any questions or need additional information, feel free to stop by Room 1W9 or contact me via email...

Important Note: If you are selected for the internship, please inform Mr. Honor immediately via email at: bths.internship@gmail.com
High School Internship Program

The Organization:
At DonorsChoose.org, teachers submit projects for materials or experiences that their students need to learn. Then donors come to our website and donate money to any projects of their choice. When a project is fully funded by donors, we purchase the materials and send them to the school, and in return, donors receive photos and letters from the class that they helped. Since its inception in 2000, DonorsChoose.org has delivered over $120 million to classrooms across the country! DonorsChoose.org has been featured on The Colbert Report, 20/20, The Oprah Winfrey Show, and has won various awards, including the Nonprofit Innovation Award from Amazon.com, Fast Company Social Capitalist Award, and was the first charity named to Fast Company’s 50 Most Innovative Companies in the World.

The Program:
The DonorsChoose.org internship program provides high school students with practical work experience in the non-profit sector. Our interns develop their communication, project management, research, and analysis skills while helping teachers and students all over the US!

The majority of our interns will be working with our Operations (Feedback) Team. Some interns may be placed with other teams in our organization based on their interests and the needs of the organization. Interns will be assigned a mentor with whom they can discuss their goals, professional interests, and any questions that they may have about working in a particular field. Depending on the tasks and projects they work on, interns may also be invited to attend meetings with diverse members of the organization to learn more about DonorsChoose.org and pursuing a career in the non-profit sector.

Responsibilities include but are not limited to the following:
- Checking-in, assembling, and mailing Thank-You Packages to donors
- Assisting with our customer service needs by sending emails to teachers
- Updating teacher, donor, and school information in our database
- Compiling and analyzing data on teachers, donors, and vendors
- Performing various clerical duties, as needed

We are looking for interns to commit to either: FALL (October-January), SPRING (February-June), SCHOOL YEAR (October-June), or SUMMER (July-August) internships. All internships take place in our New York City (Manhattan) office located at 213 West 35th Street, Monday-Friday, between the hours of 12pm-6pm. Please note that this opportunity is unpaid. The application deadline is Friday, October 5th, 2012. All applications MUST be received by this date.

Who We’re Looking For:
We are seeking approx. 10-12 students to join our team for the 2012/2013 school year, who are:
- Able to commit to at least four hours per week
- In 10th, 11th, or 12th Grade
- Detail-oriented, responsible, and willing to learn new skills and take initiative
- Have a basic working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Want to learn more about education and non-profit organizations!

Apply! Fill out an application form and return it to internship@donorschoose.org by October 5th

Need further information? Email Christina at internship@donorschoose.org
Internship Application Form 2012/2013

Apply by Friday, October 5th, 2012
(We’ll be reviewing applications on a rolling basis, so get yours in early!)
To apply, please fill out this entire form and attach a copy of your resume, if you have one.

Last Name:                               First Name:                            Today’s Date:  -  -

Address:

City:                                    State:                                Zip Code:

Home Phone:                              Cell:                                 Email:

School:                                  Year/Grade:                            Date of Birth:  -  -

WHY ARE YOU INTERESTED IN THIS INTERNSHIP?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

WHAT DO YOU HOPE TO LEARN FROM THIS INTERNSHIP?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
AVAILABILITY

Please circle the days and note the times below that you are available:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Times:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Which internship are you interested in? - Please check all that apply:
- School Year (October-June) [ ]
- ONLY Fall Semester (October-January) [ ]
- ONLY Spring Semester (February-June) [ ]
- 2013 Summer (July-August) [ ]

PREVIOUS VOLUNTEER EXPERIENCE (if applicable)

________________________________________________________________________

________________________________________________________________________

HOBBIES AND INTERESTS

________________________________________________________________________

________________________________________________________________________

HOW DID YOU HEAR ABOUT DONORSCHOOSE.ORG?

________________________________________________________________________

Submit your completed application form with your resume (if you have one) by Friday, October 5, 2012 by one of the following methods:

E-Mail to:  
internship@donorschoose.org OR Fax to: 
212-239-3619
Attn: Christina

You can also mail your application to:
Christina Gillim
213 West 35th Street, Floor 2E
New York, NY 10001

(We'll be reviewing applications on a rolling basis, so get yours in early!)