NASCO Cooperative Internship Program
Host Organization Application

Section A: Organization Information

Organization Name:    NASCO Member?  □ YES  □ NO

Mailing Address:      Organization Contact:

Position:      Phone:

Fax:

Home Page:      E-mail:

Who in the organization will be responsible for the intern(s)?

How many interns would your organization like to take?
(If the job descriptions or the requirements are different, please complete separate forms for each.)

Please tell us about your co-operative

☐ Food Co-op  ☐ Housing Co-op  ☐ Worker Co-op  ☐ Retail Co-op
☐ Non-profit/Umbrella Organization  ☐ Credit Union  ☐ Other: _______________________

How many members are in your cooperative/organization?

How many staff members does your cooperative/organization have?

Please describe briefly your organization’s history, mission, programs, and services:

How did your organization hear about NASCO’s Cooperative Internship Program?

☐ NCBA  ☐ Internet  ☐ NASCO

☐ Other: ______________________________
**Section B: Internship Description**

*Please fully describe the internship for the student — attach additional pages if necessary.*

**Internship Position Title:**

**Objectives:**

Department or area where the intern will be working:

**Job/Task Description and Responsibilities:**

What will the intern learn during the internship?

What kind of training will be provided to the intern?

**Professional attire**

- Business Dress
- Business Casual Dress
- Casual Dress

**Infrastructure for intern**

- Own Office
- Own Desk
- Own Computer
- Internet Access

**Other details of working conditions:**

<table>
<thead>
<tr>
<th>Internship Field of Work</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Salary/Stipend: $</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Payable</td>
</tr>
<tr>
<td>Publications</td>
<td>Weekly</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Marketing</td>
<td>Monthly</td>
</tr>
<tr>
<td>Member Education/Relations</td>
<td></td>
</tr>
<tr>
<td>Other: __________________</td>
<td></td>
</tr>
</tbody>
</table>

Working Hours

- From: ___________ to ___________
- Total Hours of work per week: ___________

<table>
<thead>
<tr>
<th>Internship Dates</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: _______ Flexible? YES NO</td>
<td></td>
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<tr>
<td>End Date: ________ Flexible? YES NO</td>
<td></td>
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<tr>
<td>Duration: ____ months Flexible? YES NO</td>
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## Section C: Organization Preferences

*Please indicate the background skills of the intern that you desire (select all that apply):*

### Financial
- Planning & Budgeting
- Accounting
- Introductory Finance
- Banking
- Insurance

### Marketing
- Advertising
- Public Relations
- Marketing Evaluation & Research
- Retail & Sales Marketing
- Fundraising

### Information Technology
- Web Page Design
- Systems Analysis & Design
- Networking
- Computer Programming

### Computers
- MS Windows
- Macintosh
- Word-processing applications
- Spreadsheet applications
- Database management

### Languages:

#### Other: ____________________________

### Publications
- Article Writing and Editing
- Publication Design & Layout

### Languages

#### Fluent: ____________________________
- Working Knowledge: __________________
- Basic: _____________________________

### Member Education/Relations
- Member Recruitment
- Meeting Facilitation
- Conflict Resolution
- Co-op Values & Principles Education

### Type of Co-op
- Food Co-op
- Housing Co-op
- Non-profit/Umbrella Organization
- Bookstore Co-op
- No Preference
- Other ___________________________

### Please describe any other skills or experience you seek in an intern that are not listed above:

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Section D: Matching Services Preferences

Please inform us of the services you would like provided by NASCO:

Number of intern applications forwarded to you (per internship):
☐ Top 3 applications  ☐ Top 6 applications  ☐ All applications for internship  ☐ Other:____

Delivery method of applications for selection consideration
☐ Priority mail (preferred)  ☐ Fax (copies may not be as clear)

Assistance in coordinating interview times with selected candidates?
☐ YES  ☐ NO

Section E: Mentoring Program Participation

To ensure mutual learning benefits, we ask host organizations to mentor interns.

Will the person responsible for the intern(s) also act as a mentor?  ☐ YES  ☐ NO

If not, please complete the following information for the mentor:
Name:________________________________ Position: ______________________________
Phone: _______________________________  E-mail: ________________________________

The Hosting Process

1. Mail your Host Application Package to NASCO and make sure to include the following:
   1. Completed Host Organization Application (this form)
   2. Signed Fee Contract
   3. Deposit of $75 to partially cover the $200 administration fee
   ☐ Organizations will be invoiced the remainder of the administration fee when a suitable intern is found. NASCO members pay no fee up front and will be invoiced at the member rate of $50 when a suitable intern is found.

1. NASCO will send confirmation that the application package has been received and will post internships on its web site.

1. After the intern application deadlines (March 5 and April 1), suitable applicants will be forwarded to host organizations for consideration.

1. Upon confirmation of intern acceptance by the host organization, NASCO will contact the student interns to confirm their placement.

Contact Information

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