

*Fort Apache Heritage Foundation, Inc.*

## **Henderson Internship Support Program STANDARD**

### **OPERATING PROCEDURES**

#### **PURPOSE**

The Frederic M. Henderson Memorial Scholarship Fund was established to honor Fred Henderson and supports the Fort Apache Heritage Foundation's promotion of Historic Fort Apache as a contemporary contributor to education, which benefits the White Mountain Apache Tribe. Out of this fund was born the Henderson Internship Support Program.

Summer internships allow students the opportunity to gain experience, develop skills, make connections, strengthen their resumes, learn about a given career field, and assess their interest and abilities. In addition, providing paid internships is beneficial because it allows economically disadvantaged students the opportunity to participate. As a result of these benefits, the Henderson Internship Support Program provides financial support for students seeking internship opportunities in their chosen field of study.

#### **INTERNSHIPS**

The Fort Apache Heritage Foundation will provide internship support through the Henderson Internship Support Program. During the initial years of the program, support will be provided for internships that are secured by students in their chosen field of study. As the program grows and expands, future years could see support for internships supported at Fort Apache through this program.

Many college students will seek internship opportunities in their degree fields in industries off the reservation. These internships are seen as highly valuable given that many internship lead to full-time employment post graduation. Students who secure these internships are encouraged to apply for Internship Support through this program.

#### **ELIGIBILITY**

The Internship Support Program will attract a diverse set of students from a variety of disciplines. In order for students to be eligible for either internship support, they must meet all the following criteria:

- Must have completed at least one year as a full-time student (9+ credit hours) at an accredited college or university.
- Be pre-registered for a minimum of 9 credit hours during the next academic semester or quarter.
- Have a declared major that directly relates to their internship placement and provide a letter of award or acceptance for their summer internship. Students should also provide a copy of their anticipated scope of work or other outline provided by the organization hosting the internship.

*FAHF: Henderson Internship Support Program*

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- Returning applicants must have successfully completed previous year's internship program requirements.

In addition to the above criteria, priority will be given to the following types of applicants:

- Returning interns.
- Applicants who meet Native Preference requirements with a higher priority for White Mountain Apache Tribal members.

## DURATION

The duration of internships will be determined by the organization or business hosting the intern. Students interested in internship support are encouraged to seek internships that run anywhere from 10 to 12 weeks. Internships that are offered during the fall, winter, and spring intercessions will not be eligible for support through the Henderson Internship Support Program since those timeframes would not allow the student sufficient time to gain the full benefit of an internship program.

The total amount of internship support awarded will be determined based on the amount of available funding and the number of applications received. The Fort Apache Heritage Foundation is committed to funding a minimum of two (2) interns per summer.

## FUNDING

The Henderson Internship Support Program is directly funded through the Henderson Scholarship Fund, which is managed by the Fort Apache Heritage Foundation. Each year the FAHF CEO will determine the total amount of funding available, via the approved annual budget, for internship support and provide that information to the Programming Committee. In order to protect the value of the fund principal and facilitate modest growth, the total funding available in a given year will be no greater than 1/3 of the principal balance of the fund.

Students receiving support through this program may be asked to participate in fundraising initiatives that will help sustain the program. This could include allowing the program use of their name and photo; providing feedback about their experience in the program that would be released as part of future promotional materials; attending FAHF Board Meetings to provide feedback on the internship experience; and attending events with potential donors.

## INTERNSHIP SUPPORT

Students selected for support under this program will have funding amount determined by whether or not their internship is paid or unpaid.

**Unpaid Internships:** For those students who have found placement in an unpaid internship, they are eligible to receive funding support in the form of a monthly stipend based on their year in school (see table below). Students will work with their direct internship supervisor to verify and submit their work hours to the FAHF staff so that payment can be processed in a timely manner.

<b>2022 College Internship Stipends: Unpaid Internships</b>		
<b>Year</b>	<b>Monthly Stipend (every 4 weeks)</b>	<b>Maximum Award (12 week max.)</b>
College Sophomore	\$1,750	\$5,250
College Junior	\$1,900	\$5,700
College Senior	\$2,100	\$6,300
Recent Undergraduate	\$2,450	\$7,350
Graduate Student	\$3,300	\$9,900

**Paid Internships:** Students who are fortunate enough to secure a paid internship will be eligible to receive relocation support and/or a small living stipend.

## **BENEFITS**

The benefits of the Henderson Internship Support Program will be two-fold. First, interns will gain hands-on experience working with professionals in their degree of study while gaining valuable work experience. In addition, interns will have the opportunity to directly impact programs and services that will benefit have long-term benefits for the larger White Mountain Apache community.

## **PROCESS**

No later than February 1 of each year, the FAHF CEO will determine the total amount of funding available for the Henderson Internship Support Program and will advise the Programming Committee of the total amount available for award.

### ***Application***

Applications for the Henderson Internship Support Program will be made available no later than March 8 of each year.

The applications for internship support will be general and will allow the student to identify their field of study and note the internship placement they have received. The application should have a mechanism for verifying the terms of the internship (e.g. an offer letter with start/end dates, whether it's paid or unpaid, and a brief scope of work).

***Selection*****Timeline:**

- January 1: Applications Available Online
- April 29: Application Deadline
- May 1: CEO reviews applications and makes recommendation for funding to the Programming Committee
- May 9: Notification sent to all applicants
- June 1: Last date that internships can start in order to be eligible for support.