



Internship Program
Host Business/Organization Application

- Completion of this form does not guarantee an intern will be provided. Internships are based on INBA Outreach funding and the availability of an intern for the position.
- All potential Host Business/Organizations must be current members of Inland Northwest Business Alliance to apply.
- Internships will be awarded to students who will be enrolled in college as juniors or seniors.
- Internships are conducted in a mutually-agreed-upon period within the year, not to exceed 30 hours per week and 100 hours total.
- Interns MUST meet the criteria for an unpaid internship as explained in U.S. Department of Labor Fact Sheet #71 (attached). The internship stipend provided by INBA Outreach does NOT count as wages.
- By participating in the INBA Outreach Internship Program, Host Business/Organizations agree to allow the Internship selection committee to review the intern's progress, and to submit a written evaluation of the intern's performance at the conclusion of the internship. The committee will provide any necessary forms.

Host Business/Organization Name: _____

Contact Person, Name & Title: _____

Internship Supervisor, Name & Title: _____

Business Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Website: _____

Description of Host Business/Organization:

Qualifications desired in an intern candidate:

Specific and/or special projects an intern will work through to completion:

Duties and activities an intern could expect during the internship:

Does your organization have the needed space and equipment (desk, computer, etc...) for an intern to complete these duties and projects YES / NO

Why your business/organization should be selected to host an INBA Outreach intern:

The specific dates of the internship will be determined by the student and Host Business/Organization. Internships may take place during any mutually agreed upon period within the year. Please specify your preferences.

Possible start date: _____

Possible end date: _____

Please indicate your preferences, if any: the number of hours per week, what days of the week, and what times of the day (morning, afternoon, evening) you would want to have an intern work. NOTE: No more than 30 hours per week can be required of an intern.

If you would like to provide additional information regarding the proposed internship, please attach to this application.

Return completed application to:

INBA Outreach
9 S. Washington St.
Suite 201
Spokane, WA 99201

Or return via e-mail: inba@inbachamber.org