



BCATO Internship 2020 Project Application

The Bucks County Association of Township Officials (BCATO) will provide two \$2,500 grants to the municipality covering about 50% of the cost of compensating an intern. The municipality must agree to follow the internship standards set by BCATO and to compensate the intern at least \$2,500.

Municipality _____

Contact Person _____ Title _____

Address _____

Email _____ Phone _____

Immediate Supervisor _____ Title _____

The intern's supervisor serves as a mentor helping the intern learn about the organization's mission, work processes, as well as the mentor's responsibilities and how he or she accomplishes the work. Interns should be assigned meaningful work that permits them to gain a variety of managerial and administrative experiences relevant to their employing organization. Examples of appropriate work include:

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| (1) writing grant proposals; | (7) researching and writing speeches/presentations/testimony; |
| (2) collecting data via interviews, surveys, and other methods; | (8) attending/observing staff, board, commission, and/or council meetings; |
| (3) analyzing data and writing a report; | (9) drafting personnel handbooks; and |
| (4) preparing budget requests; | (10) reading important documents, such as strategic plans, budgets, and annual reports |
| (5) preparing financial management documents; | |
| (6) recruiting and training volunteers; | |

Please include the following with your scholarship application:

- A description of potential projects/assignments intended for your intern. If awarded the scholarship the following information will be due by August 31, 2018.
- Information on the intern (name, school, degree program and current GPA)

By signing below, I agree to adhere to the requirements as set forth by the Bucks County Association of Township Officials.

Municipal Manager: _____ Date: _____

Please return by July 30, 2020 to Stacey Mulholland at executivedirector@bcato.org