



## BCATO Internship Application

The Bucks County Association of Township Officials (BCATO) supports two \$2,500 grants annually. A municipality must commit to 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. Deadline is December 31<sup>st</sup> of each year.

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.
- 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: \_\_\_\_\_

**Applications are reviewed on a rolling basis. Please forward materials to:**

**Laurie Courter at [executivedirector@bcato.org](mailto:executivedirector@bcato.org)**



## **BCATO Internship Eligibility Requirements**

### **BCATO Intern Scholarship**

The BCATO Internship was created by our membership as a means to provide opportunities, encourage interest in municipal government, and foster skills necessary for the governing process.

#### **BCATO INTERNSHIP REQUIREMENTS:**

- The municipality agrees to COMPENSATE THE INTERN AT LEAST \$5,000 (\$2,500 SCHOLARSHIP & \$2,500 township match required)
- Intern must carry at least a 3.00 GPA
- Intern to work at least 15 hours a week
- Intern to be a Junior or Senior in Undergrad school or in a Graduate program
- Intern must be in a degree that relates to Local Government
- At the conclusion of the internship, the intern must submit a 2-5 page report to the BCATO Executive Director, for review by the Executive Board, detailing their experience at the township and highlighting what they have learned during their tenure at the municipality.