



GEAUGA GROWTH PARTNERSHIP, INC.
Sponsorship 2018 Summer Internship Program
Business Sponsorship Application Packet

Thank you for your interest in being a Business Sponsor in Geauga Growth Partnership's 2018 Internship Program sponsored by the Geauga Growth Partnership and Geauga County Businesses.

Strong sponsor commitment is vital to the quality of the intern's experience and to bring value to the employer's experience. Please consider the following program elements in your decision to apply to be a sponsor for the internship program. Comments and questions are welcome at any time and should be directed to the Partnership office at 440-564-1060 or Georgia Klemencic, Internship Program Coordinator at gklemencic@geaugagrowth.com.

This Application Packet provides you with the following information:

- 1) Program Introduction**
- 2) Eligibility Requirements**
- 3) Participant Requirements**
- 4) Program Calendar (Timeline, Deadlines)**
- 5) Summary Description of Key Events**
- 6) Summary of Forms with Instructions**
- 7) Application & Forms**

1) Program Introduction

The Partnership's intern program offers junior & senior high school students the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of Geauga County high school graduates and to increase the likelihood that graduates will find jobs in Geauga County when their education is completed.

To be considered for the program participating businesses must meet and comply with the eligibility and participant requirements outlined in sections 2 & 3 in this application packet.

Geauga Growth Partnership will make every effort to provide participating sponsors applicants that match their request. However, please keep in mind that success is dependent on the number and quality of eligible candidates applying to the program.

2) Eligibility Requirements:

For your application to be considered you must meet the following requirements:

- Business must have a location in Geauga County and
- Confirm all safety and employment laws and regulations will be followed

3) Participant Requirements:

By applying and participating in this program, the business sponsor agrees to the following:

- Submission of required documents by their respective due dates (see calendar in section 4)
- On-site business interviews with applicants
- Commitment to 6 to 8 week summer internship program
- Submission of employer evaluation form
- Attendance & participation in the Intern Open House, Orientation and Recognition Dinner
- GGP on-site visit with intern and sponsor representative during the internship program



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4) Program Calendar of Key Events (Timeline & Deadlines)

When is it Due?	What is Due?	Who is responsible?
November 1, 2017	Sponsorship Applications Available on GGP Website and from Program Coordinator	Potential Business Sponsors
January 12, 2018	Deadline for Sponsor Applications	Business Sponsors wishing to participate in the program
January 17, 2018	Deadline for Business Notification of Acceptance	GGP
January 22, 2018	Sponsor Open House	Business Sponsor
February 9, 2018	Intern Application Deadline	All Intern candidates
February 12 – February 23, 2018	GGP intern applicant interviews to be conducted to determine eligibility and acceptance in the program	All intern candidates. Georgia Klemencic Interviews all Applicants.
March 14 – March 20, 2018	Business Sponsors receive applications of those they will interview	Business Sponsor
March 21 through April 13, 2018	Business sponsor interviews to be conducted by businesses on-site to determine if an internship will be offered. On average this will consist of 5 interviews.	Business sponsors & intern candidates who have been accepted in the program must participate in these interviews to participate in an internship
April 17, 2018	Business Sponsor choices are due to Georgia Klemencic	Business Sponsors
April 27, 2018	All hiring decisions are to be made and communicated to all applicants by this date.	Businesses & GGP
April 30, 2018	Offers are accepted or rejected – Deadline for Applicants to Accept or Reject Job Offer	Intern Candidates
May 22, 2018	Intern Orientation and the Soft Skill Presentation. Attendance is required.	Business Sponsors and intern candidates who have accepted offers of employment
During the 1st week of internship	Signed Training Plan returned to Georgia Klemencic.	Intern
June – July	Pre-Scheduled visits by Georgia Klemencic to interns at their sponsoring business locations for the purpose of interviews, photographs and videos	Intern Program Coordinator & Business Sponsor
July 9, 2018 and July 16, 2018. 8:00 to 11:30 a.m.	Intern Workshops	Intern participation is required unless conflicts have been communicated to and approved by Georgia Klemencic prior to event
August 2, 2018 in Evening	Intern Recognition Dinner	Business Sponsors
August 6, 2018	All Letters of Recommendation and Employer Evaluations due to Georgia Klemencic	Business Sponsors



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5) Summary Description of Key Events

A Sponsor representative is expected to be present at these events except where indicated. Below is a summary of those events listed in the calendar above and provided for a better understanding of their purpose and your role.

January 22, 2018, 7:00-8:30 p.m.: Program Open House, Kent State University – Geauga, Commons Area, 14111 Claridon Troy Rd., Burton, OH: Information night for parents and students interested in applying for the program. This is an opportunity to meet Sponsor representatives and hear about Sponsor companies and the opportunities being offered for 2018.

March 21 - April 13, 2018: Applicant Interviews, arranged by business sponsors at the location of the business sponsor. Multiple interviews are conducted by Sponsor representatives. A maximum of 5 interviews will be scheduled by sponsors per job offered (you will be given a maximum of 5 applicants per position offered). Intern application information will be provided for you.

May 22, 2018, 7:30-9:00 p.m.: Internship Orientation, Kent State University Geauga, Commons Area, 14111 Claridon Troy Rd., Burton, Ohio. Attendance is required for all Interns and expected for all Sponsors. Program expectations are reviewed, and Interns' parents will have the opportunity to meet their child's Sponsor. The Soft Skill Presentation will be made at this time.

July 9, 2018; July 16, 2018; 8:00-11:30 a.m.: Workshops for interns are an integral part of the GGP Internship Program. **Sponsor participation is not expected.** These two sessions will be during the workweek. **These are required for the interns to attend.** The interns will then go to their place of employment if they are scheduled to work that day. Pay for the intern for this time away from the job is at the discretion of the sponsor. **July 9 location:** Large Conference Room, 12373 Kinsman Rd., Newbury, OH (GGP Office Building in Newbury Business Park) **July 16 location:** Kent State Geauga Campus, 14111 Claridon-Troy Rd., Burton, Ohio.

August 2, 2018, 6:00-9:00 p.m.: Intern Recognition Dinner, Location TBD. Sponsors are encouraged to attend this event, which includes acknowledgement of sponsors and interns. Interns will present their Team Experiences at their sponsoring company to the group attending and receive certificates.



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6) Summary of Forms - due as indicated:

All Sponsors must submit the following forms as part of the Internship Program Application. You will be notified by January 17, 2018 of acceptance into the program.

Form	Description	Due Date
Sponsor Application & Commitment Form	Please include a complete job description (Can be an attachment to the Training Plan). These job descriptions will be published in the JOB OPPORTUNITY LISTINGS of available positions being offered for the intern program. The pay per hour will not be published.	January 12, 2018
Training Plan	The training plan shall be completed and attached at the same time with the application. Be sure this form has <u>all</u> areas fully completed. This plan will be: <ul style="list-style-type: none">- Reviewed with the applicant at interview- Reviewed with the intern during their first week of employment/any adjustments noted at this time- A signed copy returned to Intern Coordinator by the end of the first week of the intern's employment – returned by Intern	January 12, 2018
Exit Interview	Sponsors are requested to conduct an exit interview as they would with any other employee. The results of this interview can be included in your EMPLOYER EVALUATION and may help with improvement in the program and can help the intern know that this is part of the job experience.	Upon Completion of Summer Internship
Employer Evaluations	Sponsors are requested to provide a final evaluation of the internship to Georgia Klemencic. While these evaluations <u>are not required</u> , they will provide us with information on the success of the program and with possible ways to improve the program. A form is attached for your convenience.	Monday, August 6, 2018
Recommendation Letter	Employer recommendation letters will be distributed to the Interns <u>after the Recognition Dinner</u> . While requested, not every intern may have earned a letter. As in the real world, they are not always given.	Monday, August 6, 2018

As can be seen, offering an internship is a significant undertaking that offers rewards to both company and student. We hope you will choose to participate. Assistance is available to help you make your decision. Past sponsors can provide insights on their experience and GGP staff is available for questions. Please let the GGP office know if you would like to communicate with an experienced sponsor or to address specific concerns with staff.

Georgia Klemencic
Internship Program Coordinator
Geauga Growth Partnership, Inc.
12373 Kinsman Road, C 106
Newbury, OH 44065
Office: 440-564-1060 gklemencic@geaugagrowth.com



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2018 Business Sponsor Application & Commitment Agreement

_____ is applying for _____ internship(s) for the 2018 GGP Internship Program.

Company Name # of jobs

Company Contact: _____

Phone: _____ Email: _____

Intern's Direct Supervisor Name: _____

Company Address: _____

Job Location: _____

Intern Title: _____ Hours Required: _____ Days of Week: _____

Wages per Hour: _____

Age or other requirements: _____

Circle as many as apply:

Indoor Outdoor Factory Dept. _____ (name of dept. or multi-dept.)
Lab Computer Filing Manual Labor Customer Service Blogs Social Media Marketing Repetitive
Web Design Office Graphic Design

Please list any specific competencies you require:

Sponsor Expectations & Commitment

By applying and participating in this program the business sponsor agrees to the following:

1) Length of Intern Experience

The internship will last 6 to 8 summer weeks and be no less than 24 hours per week and end with the Recognition Dinner. The Employer and Intern can reach an agreement to extend the intern's employment, but any employment outside of the established time frame will not be considered as part of the GGP Internship Program.

2) Sponsor Policies and Procedures

Sponsor agrees to provide a positive and supportive work environment which helps ensure that there shall be no discrimination on the basis of race, religion, creed, sex, disability, national origin or any other protected class and will follow all applicable federal, state and local employment and safety regulations and laws.

3) Offer & Compensation

The decision to offer an internship position is at the sole discretion of the Sponsor. Compensation or stipend paid to the Intern for their work as part of the Internship Program will be determined by agreement between the Intern and Sponsor. Sponsor agrees to adhere to any minimum wage and FLSA requirements regarding compensation.



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4) Publicity of Internship Participation

GGP may refer to the Internship Agreement with the Sponsor in materials created for its membership or for the public, including publications and the GGP's website. Sponsor shall have a reciprocal right to refer to its Internship Participation with GGP.

5) Intern Training Plan

Sponsor shall review the submitted training plan with intern applicants at interviews. During the first week of internship, the training plan shall be reviewed with the hired intern and signed. It is the responsibility of the "intern" to deliver a signed copy of the Training Plan to Georgia Klemencic, Internship Program Coordinator.

6) Intern Orientation

Sponsor shall provide an orientation for the intern at the beginning of the internship program assignment. Covered in the orientation will be Sponsor's policies and procedures, as well as information regarding general regulations and minimum safety procedures and standards, as applicable to the Sponsor's business.

7) Confidentiality of Personal Information

Sponsor will maintain the confidentiality of personal information and follow HIPAA (Health Insurance Portability and Accountability Act) guidelines for any emergency medical information gathered and follow appropriate protocol for any medical emergencies.

8) Liability

The Intern will be an employee of Sponsor for the duration of the internship experience for purposes of personal liability. This agreement supersedes all prior written and oral agreements between GGP and the Sponsor.

Early Termination of the Assignment

Sponsor may withdraw an Intern from the internship experience if the Intern's work performance or behavior is unsatisfactory or disruptive per their performance expectations. Sponsor shall have final authority and may refuse to permit the Intern to return to its facilities if Intern's actions pose a risk to anyone.

GGP may withdraw intern from the internship experience if it determines the sponsor is not meeting the agreed to expectations and requirements as outlined in this APPLICATION PACKET.

Internship Program Liaison

Georgia Klemencic, Internship Program Coordinator for the GGP will communicate with sponsors as necessary. Sponsors may contact her at gklemencic@geaugagrowth.com or 440 564 1060 (office) with any concerns.

I have reviewed and understand all of the requirements outlined in this APPLICATION PACKET and by signing this application I commit to adhere to these requirements and verify that I have the authority to execute this agreement.

Sponsor (Name & Title)

Date

Revised: 10/26/2017



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INTERN TRAINING PLAN

There must be a complete training plan for each job opportunity you are offering.

Name of Intern _____

Beginning/ending dates _____

Department(s) _____

Position Title _____

Intern job description (you may attach a job description for this portion)

Intern job description (you may attach a job description for this portion)

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Training Plan



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Outcomes Expected

Intern Supervisor

Date

Intern

Date

- 1) A completed training plan is to be returned in the application packet
- 2) A completed training plan is to be reviewed with applicants at interviews
- 3) **A completed and signed copy of the training plan is to be returned to Georgia Klemencic by the intern during the first week of their employment**



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Employer Evaluation Form

Company name: _____ Intern Supervisor: _____

Intern: _____

1. Was the Intern adequately prepared to perform Internship tasks? Yes No

Comment: _____

2. Did the Intern perform job tasks at or exceeding your expectations? Yes No

Comment:

3. Was the Intern always on time, properly dressed, and ready to begin work? Yes _____ No _____

Comment:

4. Did the Intern engage well with others, both as a team member and with others? Yes No

Comment:

5. Overall, on a scale of 1 to 5, how would you rank the Internship experience for your company?

Unsatisfactory Highly satisfactory

1 2 3 4 5

Comment:

6. Would your company participate in the Internship Program again? Yes No

Comment:

7. What are your suggestions for improving the Internship Program?

8. If you have a testimonial statement that we could use in future publications, we would appreciate your statement here:



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Sample Recommendation Letter

To be printed on company letterhead after deleting instructions and all parenthetical comments.

Recommendation for _____ (first and last name)

August XX, 2018

To Whom It May Concern:

Ms./Mr. _____ (last name) worked as a _____ (title, if available) in the _____ (office or dept., if available) at _____ (company or organization) under my supervision during the summer of 2018. During that time I developed or accomplished (use descriptive phrase) for _____ (first name) based on the outstanding contributions that (he/she) made during his/her GGP internship.

Ms. /Mr. _____ (last name) has exhibited _____ (work place attitudes, work ethic, etc.). _____ (first name) was _____ ... (cover training, specific work accomplished or workplace skills, etc.)

_____ 's _____ ... (communication skills, daily attitude, attendance record) As you can tell by now, I am quite impressed with this outstanding young man/woman and give him/her my strongest recommendation for roles which require – examples: intelligence, organization, communication skills, service and a positive attitude. Please feel free to contact me if you need additional information or perspective.

Sincerely,

First Name Last Name
Position, Company
###-###-#### (phone)
email@xxxxx.xxx



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STATE OF OHIO

MINOR LABOR LAWS

OHIO DEPARTMENT OF COMMERCE

DIVISION OF INDUSTRIAL COMPLIANCE & LABOR

JOHN KASICH
Governor

www.com.ohio.gov/



DAVID GOODMAN
Director

OHIO REVISED CODE CHAPTER 4109*

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109.

WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed.

REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes.

LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years.

RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE

No person under 16 shall be employed:

1. During school hours except where specifically permitted by Chapter 4109
2. Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time
3. For more than 3 hours a day in any school day
4. For more than 18 hours in any school week
5. For more than 8 hours in any day when school is not in session
6. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE

No person 16 or 17 who is required to attend school shall be employed:

1. Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night
2. After 11 p.m. on any night preceding a day that school is in session.

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE

1. All manufacturing; mining; processing; public messenger service
2. Work in freezers and meat coolers; and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking)
3. Transportation; storage; communications; public utilities; construction; repair
4. Work in boiler or engine rooms; maintenance or repair of machinery
5. Outside window washing from window sills or scaffolding and/or ladders
6. Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers
7. Loading or unloading goods to and from trucks
8. All warehouse work except office and clerical
9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE

<ol style="list-style-type: none"> 1. Occupations involving slaughtering, meat-packing, processing or rendering 2. Power-driven bakery machines 3. Occupations involved in the manufacture of brick, tile and kindred products 4. Occupations involved in the manufacture of chemicals 5. Manufacturing or storage occupations involving explosives 6. Occupations involving exposure to radioactive substances and to ionizing radiations 7. Power-driven paper products machines 8. Power-driven metal forming, punching and shearing machines 9. Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears 	<ol style="list-style-type: none"> 10. Power-driven woodworking machines 11. Coal mines 12. Occupations in connection with mining, other than coal 13. Logging and sawmilling 14. Motor vehicle occupations 15. Maritime and longshoreman occupations 16. Railroads 17. Excavation operations 18. Power-driven and hoisting apparatus 19. Roofing operations 20. Wrecking, demolition, and shipbreaking.
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MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS

The for-profit employer is REGISTERED with the Ohio Department of Commerce. DOOR-TO-DOOR SALES EMPLOYERS SHALL:

1. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors
2. Provide at least one supervisor who is over the age of eighteen, for each six minor employees
3. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other applicable laws
4. Require all minors to work at least in pairs
5. Not employ any minor who does not have an appropriate Age and Schooling Certificate
6. Provide each minor employee with a photo identification card
7. Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted
8. Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m.
9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m.

*For Exceptions to Coverage See Chapter 4109.06

This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio Department of Commerce Web site at www.com.state.oh.us.

POST IN A CONSPICUOUS PLACE

For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, OH 43068 phone: (614) 644-2239. TTY/TDD: 1-800-750-0750. An Equal Opportunity Employer and Service Provider (REV. 1/14/11)