Connecting to Tomorrow Internship and Workplace Inclusivity Initiative

The Sagadahoc County Working Communities Challenge Initiative with support from United Way of Mid Coast Maine ("United Way") and the Bath Brunswick Topsham Regional Chamber ("Chamber") invites you to participate in the *Connecting to Tomorrow Internship and Workplace Inclusivity Initiative* ("Initiative").

Over the next decade, our generationally-changing workforce will require businesses and organizations to adapt their policies, mindsets, and work processes in order to continue to thrive. Businesses who take steps today to showcase career paths to their industry will benefit from tomorrow's ambitious workforce.

United Way and the Chamber have partnered to help employers and the community support our future workforce, and now need forward-thinking employers to engage with this programming however you can.

Our vision is to support youth and the workforce for a thriving region. The Initiative will increase opportunities for marginalized (BIPOC, Queer, low-income and other vulnerable) youth to have employment and leadership opportunities in their communities. The Initiative includes the Connecting to Tomorrow internship program, and the Connecting to Tomorrow inclusivity project. Our goal is to improve the rate of youth hopefulness and sense of belonging in their community by giving students meaningful opportunities in their community that will prepare them for the workforce.

Connecting to Tomorrow Internship Program

This work aims to connect high school students from RSU 1, MSAD 75, Brunswick School Department , and Richmond School Department to local businesses. This pilot program will run from February - May 2025 and close with a video celebration that features the work of these students.

Student interns have been selected based on eagerness to engage with local businesses and identified through their school career coordinators. Your business can choose between hosting an intern for approximately 20 or 40 hours, and you can determine the duration you would like to have the student (ex. 20 hours during February break, 4 hours for 10 days, every Saturday, etc.). The Chamber will stipend students at the rate of *$275 for 20 hours*, and *$550 for 40 hours*, paid at the completion of the internships. We ask that all businesses place the intern with a supervisor and provide meaningful projects where they gain skills and confidence.

Connecting to Tomorrow Inclusivity Project

In this program, groups of students will be highlighting local businesses with inclusive policies and practices. The goal is to showcase the positive effects these inclusive policies have on their organization's culture and begin to show other businesses how these practices can be implemented effectively. The showcase will be in the form of 3-5 minute videos produced by student film teams. This program will give students a chance to practice interview skills, work on their business communication skills, and learn more about local businesses. It also gives your business the opportunity to be recognized for having best practices in the region which is a positive for your employees and a great promotional tool for your customers to see.

Additionally, we also invite participating businesses in either program the opportunity to take part in a workplace inclusivity training with OUTMaine. The Chamber and United Way will discuss this further with you upon signing up to be an internship host site or a site for the inclusivity project (and yes, businesses may participate in both).

To register as a potential intern site or to learn more about any aspect of the Connecting to Tomorrow Initiative, please email Maggie Cummings at United Way at maggiec@uwmcm.org . There is a limited amount of paid stipends, so the sooner the better. If you have more questions, you can also contact BBRC Executive Director Cory King at Cory@midcoastmaine.com

This work is supported by the Federal Reserve Bank of Boston, State of Maine, national and local philanthropic organizations, and private sector employers. For more information, visit uwmcm.org/communityresponse.

UNITED WAY
Mid Coast Maine

Bath
Brunswick
Topsham
REGIONAL CHAMBER

Connecting to Tomorrow Internship and Workplace Inclusivity Initiative

Business Registration Form

Business Name: _____ **Date:** _____
Business Address: _____ **Phone:** _____
Business Contact: _____ **E-mail:** _____
Type of Business: _____

Connecting to Tomorrow Internship Program

(In just few sentences)

This is an opportunity for two dozen students to get either 20 or 40 hours of real world experience in a career path that they are interested in learning more about.

For the business, it's a great way to showcase the career opportunities that your industry provides and connect with a potential leader of tomorrow.
For the student, you get real-world experience, develop your business communications skills, get a glimpse of what your future could be, and at the end of it, you get a stipend for completing the process.

This program was created, and grant-funded by a Working Communities Challenge Initiative grant received by United Way of Mid Coast Maine. Through a partnership between United Way, the Bath-Brunswick-Topsham Regional Chamber, four local school districts and dozens of local employers, our goal is to increase opportunities for marginalized (BIPOC, Queer, low-income, and other vulnerable) youth to have employment and leadership opportunities in their communities through "paid meaningful work" experiences. The students are looking to explore what these careers are like; therefore, to be effective we are seeking robust, hands-on experiences to be offered by employers and job sites.

We fully understand many tasks may only be performed by employees, thus there is an expected amount of shadowing that will happen. All we ask is that you make this as hands-on and interactive as possible so a student gets a true feel for the career.

Business/Job Site Registration

Internship Experience: ____ Half-Time Experience (18 - 20 Hours)
____ Whole–Time Experience (37–40 Hours)

Title of the Experience: _____
Ex: Marketing Intern, Catering/Food Prep, Phlebotomist's Assistant

Age Requirement: ____ Yes ___ No
If yes, what is it? _____

Is there a dress code: ____ Yes ___ No
If so, what is it? _____
_____

UNITED WAY Mid Coast Maine

Bath Brunswick Topsham REGIONAL CHAMBER

Connecting to Tomorrow Internship and Workplace Inclusivity Initiative

Business/ Job Site Registration Form (continued)

Preferred Time: _____
(ex. Saturdays, mid-week evenings, flexible, February vacation) _____
_____

Will the student be learning one role or multiple roles? _____
(Typically, if the focus is on one role, it is more intensive in that role, than for those placements where they will learn multiple roles) _____
(Ex. One role; or Sales Clerk only; or Cashier/Warehouse; four departments)

Describe what the student may learn during this experience?: _____
_____
_____
_____
_____
_____

Expectations of Internship Site:

___ Entrance Interview with the Student (with teacher or United Way/Chamber present)
___ Exit Interview with the Student (with teacher or United Way/Chamber present)
___ Progress Meeting with Chamber and/or United Way (Cory and Maggie)
___ Supervision as needed on site
___ Recap discussion with Chamber and/or United Way (Cory and Maggie)
___ Notification of any issues should they arise

Expectations of Intern:

___ To complete the full hours as dictated by the agreement
___ Pre-interview and Post-Interview with Internship site
___ Pre and Post Survey with United Way to look at your expectations and results
___ Pledge to communicate your progress to your school ELO, JMG or Career Guidance instructor
___ Openness to consider sharing the story of your experience on camera or in interviews

If you have questions on anything presented here, please email Cory King at Cory@midcoastmaine.com or Maggie Cummings at United Way at maggiec@uwmcm.org .