

Internship Program Requirements

Sourcewell, through a partnership among the Minnesota Service Cooperatives, provides internship placement in member Cities, Counties, Nonprofits and Other Governmental Associations (CCOGA). The program allows for the financial support of an intern for \$12 an hour, up to 640 hours for the duration of the internship. Internships are awarded on a first come, first serve basis while funds exist. The internship must meet the following requirements:

- The student must currently be enrolled in a post-secondary institution (minimum of part-time) when applying for the internship or will be enrolled for the fall semester if applying for a summer internship. Semesters include fall, spring and summer.
- For cities and counties, a maximum of one intern per career discipline per entity per semester.
- For nonprofits, a maximum of one intern per entity per semester.
- No reimbursements of travel costs, meals, conferences, etc. are included.
- Intern spots must be secured within 60 days of the start of the semester. Any requests after 60 days will be placed on a waiting list and reviewed or approved as funding permits.
- Interns may not repeat Internship Program and are limited to one, 16-week internship or a total of 640 hours if over more than one semester.
- Internships must be career-based and provide professional experience relative to the student's post-secondary major or minor program, as determined by Sourcewell.
- Interns and Entities must submit all forms, reports and evaluations provided by Sourcewell, these include:
 - Internship Agreement – must be submitted before start date.
 - Supervision Plan
 - W9 – must be completed and submitted to Sourcewell before payments will be made.
 - Invoices – must be submitted bi-weekly and received by Tuesday at noon to be guaranteed payment by Thursday of that week. Invoices must include student name, address, dates and hours worked, description of hours worked, total hours times rate of pay, and total of the invoice. Sample template provided by Sourcewell.
 - Reflection Report—submitted to Sourcewell within one month of internship completion
- Entities are encouraged to review and avoid conflicts of interests in internships.

Nonprofits: If the internship is for a nonprofit agency, in addition to the above requirements, you must ALSO comply with the following:

- The applicant organization must:
 - Be a Sourcewell member. Membership is free and offers many benefits and opportunities! Go to: www.sourcewell-mn.gov/become-member.
 - Be designated as a 501(c)(3) nonprofit entity required to file IRS Form 990.
 - Provide services in Region 5 which includes the counties of Cass, Crow Wing, Morrison, Todd and Wadena.

- Have at least one paid full-time staff person or an equivalent of one paid full-time position. For example, a 75% FTE Director and a 25% FTE Office Manager.
- Comply and support Sourcewell's City, County and Other Government Associations Mission Statement – to increase the quality of life of residents in Region 5 by building and promoting shared economies and professionals through changed process, approaches, and services.

For more information regarding our Internship Program contact:

- Cities & Counties: gov.solutions@sourcewell-mn.gov
- Nonprofits: nonprofits@sourcewell-mn.gov