

## 2011 NWAAAE Internship Program Guidelines & Application

The Northwest Chapter has an Internship Program in place which offers member airports in our region financial incentives to support the concept of internship programs. The guidelines for this program are:

- The Chapter will consider awarding \$1000 per intern with a maximum of \$2,000/airport/year.
- The airport's internship program design should be structured to provide significant benefit to both the airport and the intern. Six months of full-time employment is optimal, with shorter periods considered if the airport has a good program laid out for the intern.
- It is expected that the airport will use the Chapter's contribution as matching funds for salary or training, rather than as the only salary for an otherwise unpaid intern.
- Airports interested in obtaining money from the program should fill out the below information and submit it to the Internship Committee Chairperson c/o the NWAAAE Chapter **no later than March 31st**. The Internship Committee will evaluate all requests and notify the airport if the internship has been approved for funds no later than April 30<sup>th</sup>.

-----

Airport \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Internship period:

Hours per week:

Funds being provided by Airport: \_\_\_\_\_ Funds requested from NWAAAE: \_\_\_\_\_

Description of Internship Program (objectives, duties of intern, who they will work with, etc.):

Submit to: Internship Committee Chair  
c/o Executive Secretary  
NWAAAE  
P.O. Box 1054  
Klamath Falls, OR 97601  
ltepper@flykfalls.com