

Georgia Press Educational Foundation

Internship Program

Host Newspaper Application

To be considered for an internship grant, mail or fax this application to GPA before the February 1 deadline.

For Office Use Only		
_____	Date Received	
Previous GPEF Host:	Y	N
SWC:	Y	N
Grant	Y	N

Newspaper Profile

Newspaper: _____ Participant in Statewide Classified Program? Yes No

Address: _____ City, Zip: _____

Telephone: _____ FAX: _____

Immed. Supervisor email: _____ Year Established: _____

Key Personnel:

Publisher/General Manager: _____

Editor/Managing Editor: _____

Advertising Manager: _____

Total number of staff members: _____ Editorial _____ Advertising _____ Photography _____ Other

Intern Preference *(If you are interested in applying for an intern in more than one area, e.g. an editorial intern and an advertising intern, please make separate applications by making a copy of this form.)*

Circle one: Editorial Advertising Photography Circulation NIE

Have you already selected an intern to use for this program? _____ YES _____ NO

Will you need our assistance in locating an intern? _____ YES _____ NO

If you desire an editorial intern, is there a special area of expertise (such as sports, features, human interest, or hard news) that you prefer? _____

Will your newspaper supply camera equipment and film to a photography intern? _____ YES _____ NO

Duties of the intern (or attached job description): _____

To what extent will the intern be supervised? _____

Intern's immediate supervisor at newspaper (name and title): _____

About Your Publication

Describe some outstanding characteristics of your community and newspaper: _____

Type of computer intern will use at your newspaper: _____

Do you require that a student already be trained or familiar with this equipment? YES NO

Internship History

Has your newspaper ever hosted a college intern? YES NO

If yes, please indicate the year(s): _____

Has your newspaper ever received a GPEF intern grant? YES NO

If yes, please indicate the year(s): _____

The Agreement

In applying as a host newspaper, your newspaper agrees to the following conditions:

- * Interview intern applicants and select an intern.
- * Apply all funds received from the Georgia Press Educational Foundation to the salary of the student intern.
- * Provide travel-related expenses from the newspaper's own funds, not from the GPEF funds.
- * Pay all local income taxes, Social Security and worker's compensation costs.
- * Provide GPEF with a regular payroll schedule showing that the student intern was paid as required by the policies and procedures and host newspapers paid their portion where applicable.
- * All appropriate paperwork must be submitted to GPEF at the published intervals to be issued grant payment. **GPEF checks will be withheld until all necessary documents have been submitted.**
- * Should the intern's employment end any time prior to the scheduled eight-week period, all remaining GPEF funds will be returned to Georgia Press Educational Foundation, Inc.

(Newspaper Name) _____ hereby agrees to accept the terms and conditions of the internship program stated above if selected to receive an internship grant from the Georgia Press Educational Foundation, Inc.

Publishers Signature _____ Date _____

Please fax (770.454.6778) or mail to: Internships, Georgia Press Educational Foundation, 3066 Mercer University Drive, Suite 200, Atlanta, Georgia 30341-4137. If you have any questions, please call (770) 454-6776 or (800) 454-0224 or email JFarmer@gapress.org.