



The Education and Outreach Department focuses on facilitating primary prevention education programs in local schools, juvenile correctional facilities, and alternative education programs throughout the Brazos Valley. Additionally, the EOS Department provides professional training to healthcare providers, law enforcement, staff in social services settings, and government officials. We maintain relationships with communities in Brazos, Grimes, Leon, Washington, Robertson, Madison, and Burleson counties through outreach programs and partnerships. The EOS Department is also responsible for the production of a quarterly newsletter and the maintenance of the organization's social media accounts. EOS interns will gain hands-on experience in all aspects of the department's duties and activities.

BY SIGNING THIS AGREEMENT, I HEREBY AGREE THAT I HAVE READ THE POLICIES AND PROCEDURES AND HAVE HAD THEM EXPLAINED BY CENTER A STAFF MEMBER. I ALSO AGREE TO ADHERE BY THE FOLLOWING:

1. As a SARC Education and Outreach Specialist intern, I will commit to a minimum 10 hours weekly work schedule.
2. I will maintain my office calendar to accurately reflect my office hours. Calendars should be set and available to staff no later than 5:00 PM each Friday and reflect office hours for the following two weeks. Any last minute changes to schedule will be reported to my supervising staff member.
3. I will complete the Education and Outreach Specialist Intern training.
4. I will complete SARC advocate training at first available training session.
5. I will set a project goal within 4 weeks of start of internship and complete goal by end of internship.
6. I will meet with supervising staff on a bi-weekly basis to discuss:
 - a. Previously set goals and progress
 - b. Future goals and action plan to achieve goal
 - c. Intern-set goal for supervising staff

Signature _____

Date _____