



Through this internship you will gain experience with the following departments: Client Services, Grant Management, and Volunteer Management in order to learn the inner processes of a nonprofit organization. Nonprofit Management interns will receive extensive experience in the major functions of these three departments' duties and activities over 12-15 weeks, as determined.

Volunteer Management- 4 weeks

Objective I: Assist with volunteer recruitment and retention; coordinating volunteer training

1. Activities required:
 - i. Call potential advocates interested in advocate training
 - ii. Work with Volunteer Coordinator to coordinate training presentations
 - iii. Plan 2 continuing education events for active advocates
2. Deliverables:
 - i. Produce final list of individuals signed up for advocate training
 - ii. Produce schedule for advocate training
 - iii. Assist Volunteer Coordinator with Advocate Round Table (continuing education) events.

Objective II: Complete Sexual Assault Advocate training (certified by the Texas Office of the Attorney General) hosted by SARC designed to educate advocates in all aspects of sexual assault response, resources, intervention, and prevention.

1. Activities required:
 - i. Attend two-week training held in 3 hour sessions in evenings Monday through Thursday and in the morning on Saturday. This training allows SARC employees and interns to freely interact with SARC clients.
 - ii. Complete any missed sessions due to class/work at the office and ask any questions
2. Deliverables:
 - i. SARC Advocate Training Completion Certificate



Client Services- 4 weeks

Objective III: Assist with services provided to clients during regular business hours and documentation of these services

1. Activities Required:
 - i. Become proficient in service and presentation database
 - ii. Become proficient in SARC forms and inputting these forms into database
 - iii. Assist with answering the Crisis Hotline and providing accompaniments as needed
 - iv. Case management with clients (i.e. food security process, support group intakes, Crime Victim Compensation, etc.)
2. Deliverables:
 - i. Complete at least 2 group intakes with clients
 - ii. Input all client contact forms created by intern into SARC's database

Grant Management- 4 weeks

Objective IV: Learn grant management processes

1. Activities required:
 - i. Become proficient in running services reports in database
 - ii. Research new funding sources SARC may be eligible to receive
 - iii. Learn how to write a grant proposal
2. Deliverables:
 - i. Produce database service summaries for current grant reports
 - ii. Produce 1 proposed grant application for a new funding source



Commitments Agreement:

1. I agree to the above objectives. Completion of internship with SARC will be evidenced by obtaining the aforementioned deliverables.
2. As a SARC Nonprofit Management Intern, I will commit to a consistent weekly work schedule. Agreed upon hours per week: _____ for a total of _____ weeks.
3. I will complete SARC advocate training at first available training session.
Next available training: _____
4. I will be provided a SARC email and calendar which I will use professionally, knowing I am representing SARC.
5. I will maintain my office calendar to accurately reflect my office hours. My calendar will 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.
6. I will meet with supervising staff on at least a bi-weekly basis to discuss previously set goals and progress, future goals and action plans in order to achieve goals.
7. I will communicate with my supervising staff member if I will be unable to come in during my scheduled hours or if there are any foreseen conflicts.

Student Signature

Date

Supervising Staff Member/s

Date