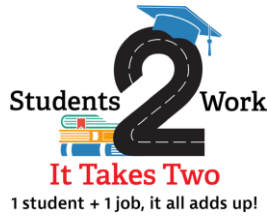


## Host Company Agreement Summer 2019



*Thank you for your support in hosting a Student2Work Intern for the 2019 summer program. Please note that the dates of the internship will be June 3, 2019-July 26, 2019. All students participating in the S2W Program must pass drug screenings and background checks which are provided at no charge to the employer.*

*You agree that your organization will provide a minimum of total student earnings of 256 hours at \$8.00 hour for the program. This includes one week with pay of off-site soft skills training (32 hours) and seven weeks (224 hours) at your work site for the interns.*

*Companies hosting an intern are asked to attend a complimentary breakfast and “match party” to be held on June 3rd when you will be introduced and paired with your student. You should also prepare to attend the Close-Out Banquet on July 26, 2018 to recognize the student interns. Please note that the last day of work will be July 25<sup>th</sup> however you are responsible for paying your intern for the time spent at the banquet.*

*All partner companies that offer high school internships to students of the Richmond County School System are asked to complete the information below and return to Sasha Catlett at [Sasha.Catlett@augustametrochamber.com](mailto:Sasha.Catlett@augustametrochamber.com) no later than December 21, 2018.*

Host Company Name \_\_\_\_\_ Number of Interns Requested \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

Owner/Manager/Decision Maker Name \_\_\_\_\_

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

Intern’s Supervisor Name (if different than above) \_\_\_\_\_

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

Type of Organization: Government \_\_\_\_\_ Private \_\_\_\_\_ Non-Profit \_\_\_\_\_

Industry Sector – Please indicate primary classification:

<input type="checkbox"/> Agriculture/Environmental	<input type="checkbox"/> Finance and Insurance	<input type="checkbox"/> Professional and Technical
<input type="checkbox"/> Architecture, Construction and Engineering	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Arts, Entertainment and Recreation	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Retail
<input type="checkbox"/> Automotive	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Transportation and Logistics
<input type="checkbox"/> Communications and Media	<input type="checkbox"/> Justice and Law	<input type="checkbox"/> Utilities
<input type="checkbox"/> Community Development	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Other _____
<input type="checkbox"/> Educational Services	<input type="checkbox"/> Municipal Services	

Does your student need to be 18+? YES \_\_\_\_\_ NO \_\_\_\_\_

How often will interns be paid? Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Semi-Monthly \_\_\_\_\_

Will your company require an outside payroll service for your student? Yes \_\_\_\_\_ No \_\_\_\_\_

Can your company provide student transportation if needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Will your company contribute \$50 towards (2) student shirts? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any pre-employment guidelines or special onboarding procedures needed by your company before the students can begin work? If so, please explain:

---

---

---

Please list the typical tasks/projects the students will be performing and/or attach a job description.

---

---

---

Please describe the physical work environment the students will be working in and give an example of the day-to-day dress code of the job.

---

---

---

Are there any special requirements or skills needed to perform the tasks of this internship?

---

---

---

### **RESPONSIBILITIES of the Host Company:**

- *Host Company must keep accurate records of the student's time and attendance for the assigned work hours.*
- *Host Company must engage the student in meaningful work and provide tools and equipment necessary for the student to effectively carry out their duties.*
- *Host Company must promptly notify (Students2Work) regarding performance issues prior to removal of the student from the program.*
- *Host Company may recommend removal of the student from the program if the students work conduct is unsatisfactory to company.*

*Office Use Only*

Agreement Code: \_\_\_\_\_

Initials: \_\_\_\_\_



THE  
**Chamber**

AUGUSTA METRO CHAMBER OF COMMERCE