

ExxonMobil is pleased to sponsor the 29th annual Community Summer Jobs Program (CSJP) to provide \$2,750 grants to Dallas County nonprofit agencies that enable them to hire college interns for the summer.

AGENCIES

To be eligible, your agency must be located in Dallas County and certified by the U.S. Treasury Department, Internal Revenue Service as a federal tax-exempt 501(c)(3) organization or designated as a government-funded agency.

Before applying, please note that other ExxonMobil funding to your agency may be taken into consideration during the selection process. Please direct any questions regarding this aspect of the process to Jessica Holloway, Jessica.Holloway@exxonmobil.com.

INTERNSHIPS

Priority will be given to challenging, well-supervised internships that provide direct community involvement and a major role in planning and carrying out a summer program/project. They should include:

- ✓ An assignment that either closely matches an intern's career goals or has broadly applicable learning experiences;
- ✓ An assignment to a special project or a distinct set of ongoing responsibilities that develops technical/professional skills;
- ✓ Effective supervision of the intern and mechanisms that help them recognize what he or she is learning and emphasize the importance of nonprofit service to our community;
- ✓ An agency orientation that is complete, thorough and includes a detailed overview of internship duties.

Each agency must:

- ✓ Require its intern to work a 35-hour workweek (exclusive of lunch/dinner) for an eight-week period;
- ✓ Pay intern a minimum salary of \$2,750, which is subject to FICA and income taxes;
- ✓ Pay the agency's share of FICA and not deduct it from the intern's salary.

ExxonMobil will provide a one-time grant of \$2,750 to each selected agency.

Internships are to be carried out during an eight-week period, **starting no earlier than May 13 and ending no later than August 23, 2019**, with each agency selecting the best period.

The intern is to be hired by the agency and supervised by agency staff. ExxonMobil and Sunwest Communications do not participate in intern selection. **The intern should be carefully selected and appropriately matched to the job description.**

INTERNS MUST

- ✓ Be able to attend the June 4, June 25 and July 26 events, unless cleared before by ExxonMobil and/or Sunwest Communications
- ✓ Be a **currently enrolled undergraduate student who will be returning to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall of 2019**
- ✓ Provide proof of enrollment to the hiring agency and Sunwest Communications
- ✓ Be supervised by agency staff

OTHER DETAILS

- ✓ Should an intern subsequently be dismissed or leave the agency voluntarily during the eight-week internship, Sunwest Communications and ExxonMobil are to be notified **immediately**. The agency will have seven days to fill the vacated position before being required to return the remainder of the grant to ExxonMobil.
- ✓ Interns who have participated in the program before may again seek an internship in 2019, provided he/she works for a different agency.
- ✓ Family members of board and staff at an agency are not eligible to be hired as CSJP interns **at that agency**. Family members of board, staff and retirees of ExxonMobil and Sunwest Communications are not eligible to participate in the program.

INVOLVEMENT OF SUNWEST COMMUNICATIONS

Sunwest Communications will conduct an agency training on **February 28, 2019**.

Participation by the Intern Supervisor and/or Executive Director is mandatory. FAILURE TO DO SO WILL IMPACT YOUR ABILITY TO HOST FUTURE CSJP INTERNS!

Sunwest Communications will organize professional development seminars and a service project for all interns (event dates are listed above but subject to change). There is no cost; however, **interns are required to attend all events** and are to be paid for their time (including travel time) as a stipulation of the ExxonMobil grant.

DISCLAIMER

ExxonMobil will not recruit, select, hire, train, employ, supervise, pay or discharge interns. ExxonMobil and Sunwest Communications disclaim any and all liability in connection with the internships to the interns, employees and agents of the agencies, agencies themselves and all third parties. Each agency assumes responsibility for any and all liability to its intern, employees and agents of the agency and third parties.

APPLICATION/ NOTIFICATION PROCESS

Any qualified agency interested in participating in the 2019 ExxonMobil CSJP is requested to complete the following grant application form, include supporting documents and return all materials **no later than 5:00 p.m. on December 19, 2018 to:**

Kim Quirk
Sunwest Communications
13355 Noel Road, Suite 1000
Dallas, Texas 75240-6691

kquirk@sunwestpr.com | 469-547-0203

Applications may be mailed, emailed or hand-delivered.

Agencies will be notified by **January 31, 2019** as to whether or not they have been selected.

The following pages are property of Sunwest Communications and ExxonMobil. Any alteration to the original text in this application will result in disqualification from consideration for the Community Summer Jobs Program.

**AGENCY APPLICATION
2019 ExxonMobil Community Summer Jobs Program**

APPLICATION MUST BE:

- **TYPED and completed in full – ALL questions must be answered**
- **Received at Sunwest Communications no later than 5:00 p.m. on Wednesday, December 19, 2018**

ENCLOSED

- ✓ A copy of the letter from the Internal Revenue Service stating the federal tax-exempt 501(c)(3) status or other exempt status; (Texas Sales and Use Tax Exemption Certificate are not sufficient.)
- ✓ A copy of the agency's current balance sheet or profit and loss statement
- ✓ A copy of the intern job description

- I have read and fully understand the guidelines. YES
- I certify that my nonprofit status has not been revoked and is still in effect. YES
- I certify that my agency is located in Dallas County. YES
- I agree to the disclaimer and assumption of responsibility in the program guidelines. YES

If selected, you must agree to:

- Participate in the intern supervisor training on **February 28, 2019.** YES
- Have agency staff representation at the ExxonMobil CSJP Kickoff on **June 4, 2019.** YES
- Have agency staff representation at the ExxonMobil CSJP Closing Ceremony on **July 26, 2019.** YES
- Only hire an intern who can attend the kickoff, service project and closing ceremony events. YES

(1) GENERAL AGENCY INFORMATION

Name of Agency: <i>(List the way your agency name should appear in printed materials.)</i>			
Legal Name, if different: <i>(The name of your agency as it appears on 501(c)(3) form and to whom the check will be made payable.)</i>			
Agency Mission Statement:			
Agency Mailing Address:		City:	State: Zip:
Agency Telephone Number:		Agency Internet Address:	
Agency Executive Director:		Executive Director E-mail Address:	
Intern Supervisor:		Intern Supervisor Title:	
Intern Supervisor Phone & extension:		Intern Supervisor E-mail Address:	

(2) Check the **one** category that best reflects your agency's mission:

- | | |
|---|--|
| <input type="checkbox"/> Arts/ Museums | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Children/ Youth | <input type="checkbox"/> Health |
| <input type="checkbox"/> Community Development/ Housing | <input type="checkbox"/> Nonprofit Support |
| <input type="checkbox"/> Community/ Family Support | <input type="checkbox"/> Senior Support |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Social Service |
| <input type="checkbox"/> Education/ Literacy | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Emergency Assistance/ Shelters | |

(3) Check the **one** employment category that best reflects the internship:

- | | |
|--|--|
| <input type="checkbox"/> Administrative Assistance | <input type="checkbox"/> Program Assistance |
| <input type="checkbox"/> Casework/ Counseling | <input type="checkbox"/> Public Relations/ Marketing |
| <input type="checkbox"/> Development/ Special Events | <input type="checkbox"/> Technical/ Computing Assistance |
| <input type="checkbox"/> Education/ Instruction | <input type="checkbox"/> Volunteer Coordination |

(4) Estimate the population served by your agency (please give percentages, each category should total 100%):

Ethnicity:

African American:	Anglo:	Asian:
Native American:	Hispanic:	Other:

Age:

0 -17:	18 - 26:
27 - 55:	56+:

(5) Identify the number of staff members employed by your agency:

Full-time:	Part-time:
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Is Intern Supervisor a staff position? Yes No F/T P/T

(6) Will Intern Supervisor work in the same location as the intern? Yes No

If "no", please explain:

(7)

Title of internship position:

(8) Identify the schedule for the internship (35 hours per week for an 8-week period May 13-Aug. 23).

Eight-week period beginning and ending: (example June 3 to July 27, 2019) to	
Days of week:	Hours of day:

(9) Describe the activities and projects your intern will complete during this summer experience:

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(10) What benefits do the above activities and projects provide to the agency and to your intern?

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(11) Describe your arrangements for paying the intern:

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(12) Describe your arrangements for reimbursing expenses incurred by the intern on behalf of your agency (i.e., mileage, parking fees while on agency business):

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(13)

Have you had a CSJP intern before? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many years? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 or more <input type="checkbox"/>
If no, would you be willing for Sunwest and/or ExxonMobil to make a site visit? Yes <input type="checkbox"/> No <input type="checkbox"/>

Agency/Organization:	Date:
Agency Executive Director/CEO (please print):	
Executive Director/CEO Signature:	

Applications must be submitted by 5:00 p.m., Wednesday, December 19, 2018 to:

Sunwest Communications
13355 Noel Road, Suite 1000
Dallas, TX 75240-6691
Attn: Kim Quirk or kquirk@sunwestpr.com

FAXED APPLICATIONS WILL NOT BE ACCEPTED!