

GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This AGREEMENT is made and entered into by	and between the ASSOCIATION COUNTY
COMMISSIONERS OF GEORGIA CIVIC A	FFAIRS FOUNDATION, INC., (the
"FOUNDATION"), having its principal office at	t 191 Peachtree Street, Suite 700, Atlanta,
Georgia, 30303, and	_County ("COUNTY"), having its principal
office at	
In exchange for valuable consideration, the partie	es agree as follows.

I. GENERAL TERMS.

A. Agreement Term:

This Agreement shall be effective as of the last date of execution by the parties. Pursuant to O.C.G.A. § 36-10-1, approval by the COUNTY'S governing authority and entry on the COUNTY'S minutes is necessary before the parties may execute. Evidence thereof shall be provided to the Foundation from the COUNTY Clerk's Office as requested and incorporated into this Agreement.

B. Purpose of Agreement:

The **FOUNDATION** is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter ("Grant Award Letter") (**Exhibit A**) to reimburse certain costs to the **COUNTY** to employ interns to complete projects as described in the county grant application ("County Grant Application") (**Exhibit B**) from May 1, 2023 until September 1, 2023. This Agreement provides the terms and conditions under which the **COUNTY** may receive reimbursement from the **FOUNDATION**.

II. REIMBURSEMENT TO COUNTY.

In exchange for the **COUNTY** hiring the intern(s) to perform projects as described in the approved County Grant Application and to learn about the operations of county government, the **FOUNDATION** shall provide reimbursement to the **COUNTY** as follows:

A. Use of Grant Funds.

1. Amount of Reimbursement



- a. **Hourly Rate**. The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.
 - The **COUNTY** may pay the intern at a higher rate than \$12.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the reimbursed hourly rate of \$12.00 per hour, including workers' compensation and FICA.
- b. Workers' Compensation. The FOUNDATION shall reimburse the COUNTY for a portion of the cost to cover the intern under the COUNTY'S workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$24.00 per intern, per internship.
- c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$183.60 per intern, per internship.
- 2. Additional Compensation for Intern. The COUNTY may pay the intern(s) in an amount greater than \$12.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the COUNTY will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

III. Obligations of COUNTY:

- **A.** <u>Use of Grant Funds</u>. Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2023 to September 1, 2023, for the Foundation approved internship project as described within the attached County Grant Application.
- **B.** <u>Compensation</u>. The COUNTY shall pay interns funded in whole or in part by this grant a minimum of \$12.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. <u>Internship Requirements</u>. All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the COUNTY and be afforded the opportunity to learn about the operations of county government.
- **D.** Required Information: Proof of Payment of Intern and Reporting Requirements. Upon completion of the internship, the COUNTY shall provide the following information



to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (E-Verify Usage and Acknowledgement Form") (**Exhibit C**); (3) proof of payment for each payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement form ("Reimbursement Form") (**Exhibit D**); and (5) completed Intern Evaluation Form (**Exhibit E**). All required information shall be submitted by the **COUNTY** and received by the **FOUNDATION** by October 16, 2023 in order to be eligible to receive grant reimbursement.

- E. <u>Hiring of Intern</u>. In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the COUNTY must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The COUNTY may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The COUNTY must submit to the FOUNDATION no later than July 28, 2023; intern consent form ("Intern Consent Form") (Exhibit F); the intern information form ("Intern Information Form" (Exhibit G); and an intern photograph.
- **F.** <u>Tax Withholdings</u>. The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern's earnings.
- **G.** Nondiscrimination in Employment Practices. The COUNTY agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. <u>Compliance with Applicable Provisions of Federal and State Laws and Regulations</u>. The **COUNTY** agrees to comply with all applicable federal and state laws, including, but not limited to:
 - 1. The Americans with Disabilities Act. The COUNTY agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
 - 2. Fair Labor Standards Act
 - 3. **Georgia Security and Immigration Compliance Act**. The **COUNTY** agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).



- I. <u>Duty to Notify FOUNDATION</u>. It shall be the duty of the COUNTY to notify the FOUNDATION if an intern quits or is terminated by the COUNTY within five (5) days of separation.
- J. Nepotism. If the COUNTY has a nepotism policy for new hires, that policy shall apply to the hire and engagement of any intern reimbursed in whole or in part through this grant. In the absence of such a policy, the COUNTY shall refrain from hiring interns who are closely related by blood or marriage to COUNTY employees or officials who have a hiring or supervisory role over the intern. The COUNTY shall apply its personnel policies on dating in the workplace to any intern hired through this grant. If the COUNTY fails to follow these requirements, the COUNTY will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the FOUNDATION.
- K. <u>Campaign and Other Impermissible Activities</u>. Interns hired through the Georgia County Internship Program and paid through grant funding are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the COUNTY. Interns are further not permitted to run personal errands for COUNTY officials and staff or work on projects that are unrelated to county government. If the COUNTY fails to follow these requirements, they will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the FOUNDATION.

IV. CONTRACT MODIFICATION

No amendment, modification, or alteration of this **AGREEMENT** shall be valid or effective unless such modification is made in writing and signed by both parties.

V. TERMINATION

This Agreement may be terminated in the following circumstances:

- A. <u>Due to default or for cause</u>. The FOUNDATION may terminate this AGREEMENT at any time if the COUNTY fails to perform any of its obligations under this AGREEMENT and fails to cure any breach within 10 days of a notice of breach and intention to terminate by the FOUNDATION. The COUNTY shall be required to submit all required information identified in Section III(D) not later than 20 days after the date of written notice of termination. The COUNTY shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied.
- **B.** <u>Due to Early Separation of Intern</u>. Should the intern funded by this grant be separated from the COUNTY'S employment prior to the expiration of their internship period, this **AGREEMENT** shall terminate within 20 days of the separation unless another



undergraduate student, graduate student, recent graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, is hired to continue and complete the approved internship within the grant period and at least 100 hours are remaining of the internship.

- C. <u>Natural Termination</u>. Unless otherwise terminated, this Agreement shall terminate December 31, 2023.
- **D.** <u>Survival.</u> The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

VI. Access to Records, Records Retention, and Investigation

- **A.** The **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for seven years from submission of the required information. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- **B.** The **COUNTY** agrees that the **FOUNDATION** has the authority to investigate any allegation of misconduct made by the **COUNTY** pertaining to this Agreement. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** reasonable access to its records and any other resources as necessary to investigate the allegation.

VII. Hold Harmless

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION**, Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

VIII. Program Publicity and COUNTY Participation

A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, video, or audio, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.



- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The COUNTY additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program, or internship, conducted by or on behalf of the COUNTY must be reviewed and approved by the FOUNDATION.

XI. Miscellaneous Provisions

- **A.** The intern is an employee of the county. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION**, or the Association County Commissioners of Georgia.
- **B.** Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

XII. CONTRACT EXHIBIT INCLUSION:

This contract includes the following exhibits, which are attached and incorporated herein by reference:

Exhibit A	Grant Award Letter
Exhibit B	County Grant Application
Exhibit C	E-Verify Usage and Acknowledgement Form
Exhibit D	Reimbursement Form
Exhibit E	Intern Evaluation Form
Exhibit F	Intern Consent Form
Exhibit G	Intern Information Form



COUNTY :	ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC:			
Signature	Signature			
	Dave Wills			
Printed Name	Printed Name			
Title:	Secretary-Treasurer Title:			
This day of, 2023	This day of, 2023			
COUNTY CLERK CERTIFICATION	N:			
Association County Commissioners of County Gov	rerning authority ofCounty, DOES gia County Internship Program Grant Agreement with the of Georgia Civic Affairs Foundation, Inc. was adopted by the verning Authority in a meeting that was properly advertised			
appears of record in the minute book	of the County, which is in my custody and control.			
WITNESS my hand and the official s	seal of the governing authority of County.			
(SEAL)				
	Clerk			



February 1, 2023

Ms. Ashley Baker 535 Telfair St Augusta, GA 30901

Dear Ms. Baker:

I am pleased to inform you that Augusta-Richmond County has been awarded a **General Georgia County Internship Program (GCIP)** grant from the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the "Agreement") that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2023 summer program in the amount of \$5,215.20 for the **Human Resources** intern project to cover **two** internships. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-922-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2023 grant program.

Sincerely,

Dave Wills

Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Mayor Garnett Johnson Debra Carter Lena Bonner Takiyah Douse



Georgia County Internship Program Grant Application Summer 2023

Applicants should read the entire GCIP Application Packet prior to completing this form.

This application has three sections. Section I requires the applicant to indicate the grant category for the application. Section II requires the applicant to provide answers to a series of questions and Section III requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.

The application deadline for the 2023 GCIP grant program is Friday, December 2, 2022

Applications should be sent to **Michele NeSmith** at the Foundation via email to mnesmith@accg.org or by mail to:

ACCG Civic Affairs Foundation 191 Peachtree Street NE, Suite 700 Atlanta, GA 30303

Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.

Reminder: Interns should be <u>currently enrolled</u> in college as undergraduate or graduate students or have recently graduated from college within one year of the grant period. High school students 16 years of age or older who are dually enrolled in a college or university are also eligible. General high school students who have not yet begun college are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.



Section I: Grant Category

Select (X) the grant category for this application.

ur					
General GCIP Grant				>	
Kundell Envi	ronmental Gran	nt			
Garner Heal	th and Human S	ervices Grant			
Section II:	General Gran	t Information			
County Name:		Augusta Richmond County			
County E-Verif	y Number:	46923		- 15	
Number of Inte	erns Requested:	2			
					_/.
		on that includes a partner?		☐ Yes	☑No
List partners				□Ves	□ No
Is your partr				□Yes	□ No
nonprofit, co	ollege, or				
university?	tion level	\$500 (25%)Other			
List contribution level\$500 (25%)Other (Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations.					
Partnerships w	ith colleges/universit	ies, and/or non-profit organizations must	include at l	east a 25% j	unding
contribution fro	om those entities.)				
Name of Grant	Coordinator or	Ashley Baker / Whitney Sims			
other Primary		Asiney baker / Williamy Sims			
County:	Augusta Richmo	nd County			
Department:					
Position:					
Address:					
Email:	mail: abaker@augustaga.gov / wsims@augustaga.gov Phone: 706-821-2521 / 70				
				821-2513	
					,
		nding of the amount needed to fund		☐ Yes	⊠No
		ernship is \$2400 plus FICA and WC s	upplemen		1
What amount? \$:					
OR					
Is the county	providing additio	nal funding? (on top of the grant an	nount)	□ Y	es 🖾 No



W	hat amount?					\$:	
Who wi	II be the supervis	or for the i	ntern? Debra Carter				
□ Sa	me as grant coo	rdinator or o	other primary county co	ontact			
☑ 01	ther						
	Name:	Debra Cart	er				
	Department:	Human Re	sources				
	Position:	Administra	dministrative Assistant III				
	Address:	535 Telfair	Street, Ste 400, Augus	ta, GA 30901			
	Email:	dcarter@a	ugustaga.gov	PI	hone:	706-432-52	206
Has this	individual previ	ously superv	vised interns?	-1/2		√Yes	□ No
Is adequ	uate space availa	ble to supp	ort an intern?				□ No
Is adequ	uate equipment a	available (co	mputer, software prog	grams, etc.) fo	or the	Yes	□ No
intern t	o complete the p	roposed pro	oject(s)?				
Will out	tside technical as	sistance be	required for the intern	to complete	the	☐ Yes	₩ No
project	?						
If Yes	s, who will provid	e it:				1	
Has you	ır county previou	ısly had an i	ntern?			☑ Yes	□ No
Has you	ır county ever ha	d an intern	in this field?			⊻ yes	□ No
Has your county previously received a Georgia County Internship Program 🗹 Yes 🗆 No						□ No	
(GCIP) g	grant for interns?	·					
Is there	a college or univ	ersity locat	ed in your county?			☑ Yes	□ No
	a technical colle					✓ Yes	□ No
			have to be able to con				
			e using certain types o	f equipment,	etc.? (Note this is f	or a student
			ould not be included.)				
			er skills and knowledge	of Microsoft	Office	Suite (Excel,	
PowerP	oint, and Word).						
Will any	special training					✓ Yes	□ No
	s, please describ		CentralSquare), maint				
			ans to recruit and adve				
			ough GovernmentJob				
			ition, the bulletin will				
			ties. All candidates wil				
their transcripts. All applications will be reviewed and qualified applicants will be interviewed.							



Section III: Project Description and Intern Position Title

Project Information

Internship position title: Human Resources Intern

In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship. More information can be found in the GCIP Application Process and Guidelines document

The internship enables opportunities for students to gain real-world experience by working on a wide range of HR projects in an office environment. The internship will provide insights into talent management competencies and specialties including Compensation, Workforce Analytics, HR Service Delivery, Recruiting, Development, Benefits, and Employee Relations. Augusta Richmond County Human Resources is seeking interns with strong work ethics who are highly motivated, organized, and detail oriented. The selected candidate will support the HR team on a variety of projects, to include but not limited to the following:

- Work closely with recruiters to learn about the full-cycle recruiting process.
- Post open positions using the applicant tracking system and on other job sites as needed.
- Assist in new-hire onboarding, including collecting documents and completing checklists.
- Provide support in new-hire orientation.
- Complete employment verifications and background checks.
- Assist with benefits support functions and special projects.
- Learn about the organization's benefits open enrollment process.
- Learn to use the HR management system, CentralSquare.
- Prepare training materials, slides, and handouts.
- Maintain existing employee records.
- Attend recruitment events.



To qualify, interns must be currently enrolled in an undergraduate or graduate program, have graduated college within one year of the internship start date, or currently are high school students who are 16 years of age or older and are dually enrolled in a college or university.

The internship will enhance our ability to accomplish our strategic goals, recruit top talent, and build strong relations within the community and with our students. Current vacancies have created understaffing resulting in a backlog of tasks, missed deadlines, and the assignment of additional duties to current employees. Having an intern will not only eliminate the backlog but bring in fresh and novel ideas which can benefit the HR department. In addition, an intern is an effective way to evaluate the talent of future hires, leading to a possible job offer at the end of the internship. The internship will benefit Augusta Richmond County by fulfilling a civic and professional responsibility. Hiring an intern is an excellent way to give back by providing the students in the community the unique opportunity of really getting to know who they really are as individuals and to identify their strengths and weaknesses.

For questions, email mnesmith@accg.org or call (404) 992-8737

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of our donors and supporters. The Foundation is a nonprofit 501 (c) (3) organization. For more information, visit www.civicaffairs.org.



Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted along with a copy of the offer letter to complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

l,	, acknowledge	County used the E		
Verify program to verify the	, GCIP			
summer intern, on the	day of	2023.		
County Position				
Signature			 Date	
E-Verify Number				
 Date of E-Verify Authorizat	ion			



Georgia County Internship Program (GCIP) Grant Reimbursement Request Form

Grant reimbursements will be mailed to the County before the end of the contract period, upon proper completion and submission of all required information and obligations pursuant to this Agreement.

County Requesting Reimbursement:	
Requested By:	
Intern Information	
Name:	
Department Hired:	
Number of Hours Worked:	
Cost of Wages:	
Cost of FICA:	
Cost of Worker's Compensation:	
Total Amount of Reimbursement Requested:	
For illustrative purposes, the County may request up to the	maximum reimbursement amount of
\$2607.60 as follows and nursuant to the Agreement Where	a any conflict arises between this exhibit an

\$2607.60 as follows and pursuant to the Agreement. Where any conflict arises between this exhibit and the terms and conditions of the Agreement, the terms and conditions shall control.

Intern wages are paid through the grant at a rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

Reimbursement for Worker's Compensation may be requested at a rate of \$1 per \$100 salary for a maximum reimbursement of \$24.00.

Reimbursement for FICA may be requested at a rate of .0765% multiplied by salary for a maximum reimbursement of \$183.60.

All interns are required to be covered under the County's Workers Compensation Plan. The funds provided for Workers Compensation and for FICA must be used for those purposes. Any wages paid at a rate higher than \$12 per hour shall be paid by the county as well as the cost of FICA and Worker's Compensation associated with wages above that rate.

l,, swear and attest	t that the information provided in this request is
accurate to the best of my knowledge. I further ur	nderstand that I am required to submit proof of
payment by submitting pay stubs and any addition	al documentation that confirms the funds were
properly administered by October 16, 2023.	
	Date



Georgia County Internship Program (GCIP) Intern Evaluation Form

Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at mnesmith@accg.org.

Name	:
Count	y:
1.	Before this internship, were you familiar with county government operations?
2.	What have you learned about county government from your internship?
3.	What were your major internship responsibilities as you understood them? Please specify
4.	What do you believe were your most significant successes during the internship? Please specify.
5.	What was the favorite part of your internship?
6.	What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7.	What advice would give your peers who are considering a county internship?
8.	Based on your internship, would you consider a career in county government?



Georgia County Internship Program (GCIP)

INTERN CONSENT FORM

I,, authorize the Association County				
Commissioners of Georgia Civic Affairs Foundation, Inc., and				
County to use my name, college or university, year in school, major, terms of	of			
employment, image, audio, video, quotations, internship evaluation, intervi	ews			
and any other pertinent information related to my internship in the Georgia	l			
County Internship Program for reporting, promotional, and data collection a	and			
analysis purposes, which may include, but is not limited to social networking website, brochures, publications, press releases, videos, photographs and or	-			
forms of print and digital media.				
				
Signature of Intern				
Date				



GEORGIA COUNTY INTERNSHIP PROGRAM INTERN INFORMATION FORM							
	CO	UNT	Y INFORMATION				
Name of Supervisor:			Title:				
County:	County: Department:						
Street Address:							
City:			State:	ZIP Code:			
Phone Number:			Email Address:				
	INTERNSH	IIP F	POSITION INFORMA	TION			
Full Name of Intern (Hired):							
Street Address:							
City: State: ZIP Code:			ZIP Code:				
Phone Number:	Per	rsona	l Email address:		I		
College/University Student Attends: Program or Major:			n or Major:	Major: Expected Year of Graduation:			
Post Graduation Plans:							
Intern Position Title: Department:							
Start Date: End Date:				Hours Worked Per Week:			
SIGNATURES							
Signature of County Supervisor: Date:							
Signature of Hired Intern: Date:							