

**“UNITE FOR SUCCESS” STUDENT INTERNSHIP PROGRAM**  
**EMPLOYER COMMITMENT FORM**



Please note the St. Cloud Area Chamber of Commerce will be taking photos throughout the Student Summer Internship Program for use in publications and publicity for future programs.

Business Name: \_\_\_\_\_

**2019 Student Summer Internship Program contact person:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**\*2019 Student Summer Internship Program Internship Mentor:**

Same as contact person  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*\*As our high school students have not had the opportunity for many work-place experiences, we ask that your company have a designated intern mentor who will be able to work closely with your intern at least 60% of the time.*

**As a participating business, if possible, I'd like to be involved in:**

- The interview process
- The intern selection process (Must participate in reviewing applications and interviewing to be involved in this step.)
- I do not want to be involved in the selection process. Please assign me an intern.

**Is your business/organization on the bus line?**

- Yes
- No

**As a business participating in our internship program, you are expected to:**

1. Prepare and submit a job description for your internship opportunity.
2. Participate in the “Unite for Success” Student internship Program Orientation.
3. Provide an appropriate, meaningful, and adequately supervised worksite for the student intern.
4. Develop, with the student, an intern training agreement plan to direct the student intern.
5. Be prepared to accept appointments with internship coordinators throughout the summer as needed.
6. Participate in frequent check-in’s with internship coordinators.
7. Contact the internship program coordinators immediately if there are changes, concerns, and/or problems with the student.
8. Participate in the Student Internship Program wrap-up meeting at the end of August.
9. Adhere to all federal and state regulations regarding employment of young people in this job-related school program. This includes, but is not limited to, Child Labor Laws, the Fair Labor Standards Act, the Occupational Safety and Health Act, Sexual Harassment, and the Americans with Disabilities Act (ADA). **Students who are under 18 may not be employed in an occupation that is considered hazardous.**
10. Provide required safety training, safety equipment, and a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including Fair Labor Standards Act, OSHA, and MN Child Labor).
11. Obtain medical treatment, as necessary, in the event of an accident or injury, and notify the teacher/coordinator and parent/guardian.
12. Carry current Workers’ Compensations insurance and provide proof of insurance if audited.

If you agree to these terms, please sign here: \_\_\_\_\_  
(Internship Mentor)

Form Due by 4 p.m., Friday, March 29, 2019.

Please return to Kelti Lorence, St. Cloud Area Chamber of Commerce, at [klorence@StCloudAreaChamber.com](mailto:klorence@StCloudAreaChamber.com) or PO Box 487, St. Cloud, MN 56302, or fax it back to the Chamber at 320-251-0081.