



**Application for KHB internship program. (2019-2020 Academic Year)**

**(PLEASE PRINT)**

1. Name of Applicant: \_\_\_\_\_

2. Present University or Institutional affiliation: \_\_\_\_\_

3. Area of study: \_\_\_\_\_

4. Year of study: \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

5. Date expected degree will be granted (Day/Month/Year): \_\_\_\_\_

6. Briefly explain your reasons for applying to the Keep Houston Beautiful program.  
Please include specific objectives and expected benefits of the internship

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7. Requested dates for Internship (KHB accepts both short term and long term interns.)

From: \_\_\_\_\_ To: \_\_\_\_\_

8. Number of Preferred hours for Internship (please check one)

\_\_\_\_\_ 15-25 Hours Per Week

\_\_\_\_\_ 6 – 14 Hours Per Week

Comments:

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9. Area of Interest for your internship. (Please check all that apply.)

Volunteerism	Special Event/Program Development
Beautification Efforts (Tree and plant plantings, natural art/murals, parks)	Stormwater Education
Litter Abatement (removing harmful litter and debris from the community)	Social Media and Website Management
Recycling Initiatives	Youth Focused Activities
Community Gardening	Public Education and Outreach
Public Speaking	Photography
Research	Fundraising
Non-Profit Management	Organizational Partnerships

Please list any other areas of interest not included above:

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10. Statement of understanding of the conditions of the Internship

I understand that, should I be accepted as an intern for KHB (Keep Houston Beautiful), the following conditions will apply:

- a) Status: Although not considered a KHB staff member, I shall be subject to the authority of the Executive Director and the authority delegated to him/her by the Board of Directors and the Houston Clean City Commission. I understand that I am not entitled to any paid or unpaid benefits.
- b) Financial Support: I shall not be paid by KHB and must make my own arrangements for transportation.
- c) Medial Health and Life Coverage: KHB accepts no responsibility for medical costs or fatality arising from illness or accidents incurred during the internship.
- d) Punctuality and Professionalism: I understand that as an intern I am expected to arrive on time for my office shifts and events/programs I am assisting with. I also understand once accepting an internship with Keep Houston Beautiful, I will become a public representative of the organization and will conduct myself in a positive and professional manner at all times. I also will not commit the organization to any events/programs/fundraising efforts without the consent of the Executive Director.
- e) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at KHB. No reports or papers may be published based on information obtained from KHB without the explicit written authorization of the Executive Director.
- f) Employment Prospects: The Keep Houston Beautiful Internship Program is not connected with employment and there is no expectancy of such. Interns may however apply for staff positions as they are advertised.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Applicant Worksheet

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

If selected as an intern for Keep Houston Beautiful, I would be available to work the following days and hours. (Regular office hours are Monday – Friday from 9am to 5pm. Saturdays are generally special event/project days and hours of service can depend.)

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

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## For Office Use Only:

\_\_\_ Resume Included

\_\_\_ Scheduled Interview: \_\_\_\_\_ \_\_\_ Attended Intern Workshop: \_\_\_\_\_

\_\_\_ Offered Internship: \_\_\_ Accepted \_\_\_ Declined \_\_\_ Did Not Offer Internship

\_\_\_ Start Date: \_\_\_\_\_

\_\_\_ Schedule:

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		