



Wanda Fullmore Youth Internship Program Information & Guidelines



Thank you for your interest in the Wanda Fullmore Youth Internship Program! This is a unique opportunity for Madison youth to get involved with local government, and gain training and employment. In 2014, Mayor Paul Soglin launched the City of Madison Wanda Fullmore Youth Employment Initiative, increasing the City of Madison's commitment to providing youth who face barriers to employment with high-quality youth employment opportunities. In 2015, Common Wealth will work with the City to place approximately 30 youth in summer internships. Common Wealth has a 25-year track record of effectively delivering high-quality programming that provides underprivileged area teens with employment and financial education, job opportunities, and supportive mentoring.

Youth who are selected to participate in the program will receive pre-internship training and be matched with a summer internship opportunity. Once placed in an internship, youth will receive regular mentoring and support from both their internship supervisor and a Common Wealth staff member. They will also participate in four professional development training events throughout the summer. Youth will be paid \$9.00 per hour for their employment and training. Internship opportunities are with the following City Departments and Offices:

Clerk's Office	Fire Department	Planning Division
Community Development Division	Housing Division	Public Health
Department of Civil Rights	Madison Public Libraries	Streets & Recycling
Economic Development Division	Mayor's Office	Water Utility
Engineering	Parks Division	

Selected students will be invited to express their department preferences and will undergo interviews, but may not receive their top choice in department placement.

In order for a student to qualify for the program, he or she must be a City of Madison resident. Youth are considered individually, and preference will be given to those entering 11th or 12th grade in the fall of 2015 and who face barriers to employment. Interested youth must complete the attached application packet with the help of their parent/guardian and submit it in person at any of our open interview meetings.

Open Interview Meeting Schedule: Interested youth must attend one of the following meetings and turn in a completed application packet.

April 29 – East High School, 3:45pm

May 11 – Meadowood Neighborhood Center, 5:30pm

May 1 – Vera Court Neighborhood Center, 5:30pm

May 12 – LaFollette High School, 3:45pm

May 4 – Memorial High School, 2:45pm

May 13 – Bridge Lake Point Waunona Neighborhood Center, 4:30pm

May 6 – Boys & Girls Club Allied Family Center, 6:00pm

May 14 – Boys & Girls Club Taft Street, 6:00pm

May 7 – Salvation Army Darbo Community Center,
4:00pm

May 19 – Goodman Community Center, 4:30pm

May 9 – East Madison Community Center, 10:00am

May 20 – Shabazz High School, 3:30pm

May 11 – West High School, 2:45pm

May 21 – Briarpatch Youth Services, 4:30 pm

A complete application packet MUST be turned in to a Common Wealth staff member in order to be considered!

A complete application consists of a **Youth Application** and a **Parent/Guardian Permission Form**.
Extra copies of the application packet can be found on Common Wealth's website (<http://www.cwd.org>).

Internship Program Timeline:

April 29 – May 22.....Open Interviews for Interested Youth
End of May..... Intake Meetings with Selected Youth
June 15 – June 19..... Pre-Internship Training, 1:00 – 5:00pm, location TBA
June 22 – June 26..... Interviews with Internship Supervisors
June 29.....Wanda Fullmore Youth Internship Kick-Off Celebration
June 30 – August 21.....Youth Work in Internships
July 10, July 24,
August 7, & August 21.....Professional Development Trainings, 1:00 – 4:00pm, location TBA

Please contact Common Wealth with any questions about the program or application process.

Common Wealth
1501 Williamson Street, Madison, WI 53704
Phone (608) 256-3527 | (608) 256-4499 Fax

Tyson Jackson ext. 20
Youth Employment Specialist
tysonj@cwd.org

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Youth Employment Specialist
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Common Wealth

Wanda Fullmore Youth Internship Program – Youth Application

* This application must be submitted by the student, in person, at any one of the open interviews. Please complete in full, leaving no spaces blank. Write N/A if necessary. When given 'or' options, please circle the appropriate selection. *

Name _____ Gender _____

Address _____ City _____ Zip Code _____

Primary Phone # _____ HOME or CELL, OWN or GUARDIAN'S

Secondary Phone # _____ HOME or CELL

Email Address _____ Date of Birth _____

Current Age _____ Current School Attending _____ Grade _____

Race / Self-Identification (circle all that apply):

African American Asian Caucasian Hispanic Native American Other _____

Do you speak a second language at home? YES or NO – If yes, which: _____

Emergency Contact Information (parents, guardians, closest relatives):

1) Name _____ Relationship to you _____
Address _____ Language(s) spoken: _____
Primary Phone # _____ Secondary Phone # _____

2) Name _____ Relationship to you _____
Address _____ Language(s) spoken: _____
Primary Phone # _____ Secondary Phone # _____

How did you learn about the Wanda Fullmore Youth Internship? List specific contact names, community centers where you saw a flyer, etc: _____

Have you been in a job training program before? YES or NO – If yes, list organization(s): _____

Are you currently employed? YES or NO – If yes, where: _____

Do you have previous work, volunteer or internship experience? YES or NO – If so, list all starting with most recent:

Business/Organization: _____ Dates Employed (mo/yr): _____

Primary Responsibilities: _____

Business/Organization: _____ Dates Employed (mo/yr): _____

Primary Responsibilities: _____

Will you have summer school? YES or NO or UNKNOWN

Will you have a summer bus pass? YES or NO or UNKNOWN

Have you already applied for any other summer jobs or internships? YES or NO – If yes, where?

Have you already been hired or accepted to any other summer jobs or internships? YES or NO – If yes, where?

List all summer commitments including family vacations, summer camps, sports, regular babysitting commitments, etc. with approximate dates (write NONE if none):

References (NOT a parent or guardian, but may be a coach, teacher, community center staff person, previous employer, counselor, case worker, adult relative, etc.):

1) Name / Title _____ Primary Phone # _____

Relationship to you (include organization if applicable) _____

2) Name / Title _____ Primary Phone # _____

Relationship to you (include organization if applicable) _____

Why do you think you would be a great fit for the internship program?

Please list the top 3 departments that you would be most interested in working with and why:

1. _____

2. _____

3. _____

Please initial the following statements, hereby indicating your agreement:

_____ If selected, I will attend a one-on-one intake meeting with Common Wealth staff prior to program training.

_____ If selected, I agree to be available during **training dates of June 15 – June 19, 1:00 – 5:00 pm**, and understand that missing any portion of training, meetings or interviews may be grounds for dismissal from the program.

_____ If selected, I understand that the **internships will begin the week of June 29** and will end the week of Aug. 21.

_____ If selected, I understand that I may have an opportunity to interview with one or more specific departments, but that I will *not* choose the department that I will be working with.

_____ If selected, I understand that I am not guaranteed an internship, but that a potential internship depends on my completion of all training requirements, performance and participation as well as a successful interview.

_____ If selected, I agree to attend ongoing training with Common Wealth staff on **July 10, July 24, Aug. 7 and Aug. 21, 1:00 – 4:00 pm**, as well as a final exit interview upon successful completion of the program.

By signing below, I hereby declare that all the information provided above is true and accurate to the best of my knowledge. Any misrepresentation may lead to disqualification from program consideration.

Name _____ Date _____

COMMON WEALTH DEVELOPMENT, INC.

Wanda Fullmore Youth Internship Program – Parent/Guardian Permission Form

I understand that _____ has applied to participate in the Wanda Fullmore Youth Internship Program.
(Student's Name)

I have read the Wanda Fullmore Youth Internship Program Guidelines and give my permission for the above-named student to participate in the program, if selected.

Today's Date

Signature of parent or guardian

Printed name of parent or guardian

For the most accurate information please try to fill out this form with your child. The following information will be used to provide the most beneficial training and work experiences for students. We are an inclusive organization and ask the questions below in order to best serve the student. The information obtained in this section will not eliminate a student from being eligible for our program. All information is kept strictly confidential.

1) Please list any allergies, medical or other conditions, which may affect the student's ability to participate in our program:

2) Does the student have any special needs or need accommodations to be successful in our training or in a job?

Yes No If yes, please explain: _____

3) Does the student have:

A case manager Yes No (If yes, please specify their name and phone #)

A social worker Yes No (If yes, please specify their name and phone #)

An IEP Yes No (If yes, please specify how we can best serve them)

4) Is the student working with any other social service programs? (PEOPLE, Gear Up, Probation and Parole, Project REACH, NIP, ARTT, or FOCUS) If yes, please list name of program, first and last name of worker, and phone #:

5) Do you have the student's original proof of age and social security card? (not a photocopy) If not, we will provide you with information on obtaining these documents, so that your student can apply for a work permit.

Please circle: Yes No

This packet must be returned to a **Common Wealth** staff member at **one of the open interview meetings** listed in the Wanda Fullmore Youth Internship Program Guidelines.

Please call us with any questions or to request a list of the open interview meetings!

Tyson Jackson 256-3527, ext. 20 Richelle Andrae 256-3527, ext. 16 Rachel Darken 256-3527 ext. 18

The Wanda Fullmore Youth Internship Program is primarily designed to serve economically disadvantaged students and those who face other barriers to employment. We use certain criteria to ensure we serve these youth. The questions below help us in this process. All information is kept strictly confidential but is necessary to determine priority for acceptance into the program. Please note, however, that answering "No" to any or all of the questions does NOT eliminate a student from being eligible for the program.

1) Does the student qualify for and/or receive free or reduced lunch at school?

Yes No

2) Does the student qualify for and/or receive free bus tickets from the school?

Yes No

3) Is the student pregnant and/or currently a teen parent?

Yes No

4) Is the student currently in foster care?

Yes No

Has the student ever been in foster care or a group home?

Date/Foster Home: _____

5) Does the student live in one of the following neighborhoods?

Yes No

If yes, please check appropriate neighborhood:

_____ Worthington Park

_____ Southside/Moorland/Rimrock/Allied

_____ Wright Street/Truax/Northside

_____ Southwest Madison

_____ Leopold/Coho/Post Rd Area

_____ Wexford Ridge

_____ Bridge/Lake Point/Waunona

_____ Great Grey/Owl Creek

6) Has the student ever received a written warning, suspension or a ticket from a security guard or police officer, been arrested, or appeared in court for any reason? Please remember this information is kept strictly confidential. We consider contact with the juvenile justice system a barrier to employment. Our program will help youth overcome this challenge.

Yes No

If yes, please list & explain each incident: _____

Student's Name: _____

Parent's Name: _____

COMMON WEALTH DEVELOPMENT, INC.
Wanda Fullmore Youth Internship Program: Parent/Guardian Release Form for Minors

I am the parent and/or legal guardian of the child named below and, in consideration of my child's participation in the above event sponsored by Common Wealth Development, Inc. (the "Programs"), I fully approve and consent to my child's participation in the event and in all related activities, including my child's travel to and from field trips, job interviews and training events, meeting my child at school to discuss issues related to the Programs, communication between my child and Program staff by phone and other platforms including Common Wealth's private Wanda Fullmore Youth Internship Program Facebook group, and/or other program-related activities. I understand that Common Wealth will supervise the mentioned event and activities and my child's participation, and I fully authorize Common Wealth and its personnel or representatives to furnish my child with any necessary transportation, food or lodging relating to the Programs. I understand that I cannot hold Common Wealth responsible for any actions by my child or any damages or harm caused by my child, and I agree to hold harmless and indemnify Common Wealth, its board members, officers, employees, agents, assigns, or volunteers for any liability related to the negligent, willful or intentional acts of my child. I also release Common Wealth and its board members, employees, agents and volunteers from any liability (including claims for negligence) for personal injury, sickness, death, property damage, other harm, and expenses which may be directly or indirectly incurred by my child related to his or her participation in the Programs.

I also grant permission to Common Wealth and its employees to transport my child to a doctor or hospital and authorize any medical treatment for my child that may be deemed necessary, including, but not limited to, emergency surgery or medical treatment, and agree to assume the responsibility for all medical bills for any medical treatment provided to my child and for any related expenses.

I grant Common Wealth an unqualified right to create, edit, use, publish, and establish copyright ownership over any photographs, audio or visual recordings, or other complete or partial depictions of my child participating in the Programs and any related activities, including the use of my child's name; and I release, discharge, and agree to hold harmless and indemnify Common Wealth and any of its board members, officers, employees, agents, assigns or volunteers for any liability relating to the production, editing, publication, or other use of any such photographs, writings, or recordings, including without limitation any claims for libel or invasion of privacy.

I am of full legal age and have every right to contract for the minor in the above regard. I have read the above, am fully familiar with the contents thereof, and have no questions or reservations. This release shall be binding upon me and my heirs, legal representatives and assigns.

Child's Name: _____

Parent/Guardian's Name: _____ Relation to Child: _____

Do you live with the Child? (Please circle) Yes No Part-time

Comments on living situation: _____

Primary Address: _____

Primary Phone: (____) _____ Home/Cell Secondary Phone: (____) _____ Home/Cell

Other Emergency Contact Name: _____ Relation to Child: _____

Primary Phone: (____) _____ Home/Cell Secondary Phone: (____) _____ Home/Cell

Preferred Method of Parent/Guardian Contact: (circle one or more):

CALL TEXT US MAIL EMAIL (address: _____)

My child and I have read this entire document and fully assent to all of its terms and conditions.

Signature of Parent/Guardian Date

Signature of Child Date

COMMON WEALTH DEVELOPMENT, INC.
Privacy Policy Notice

1. INTRODUCTION

This Notice is intended to describe how Common Wealth Development, Inc. (“Common Wealth”) collects, maintains and discloses nonpublic personal information in connection with the Wanda Fullmore Youth Internship Program (the “Programs”). This Notice applies only to individuals and Common Wealth reserves the right to change this Notice at any time and from time to time.

2. COLLECTING AND USING NONPUBLIC PERSONAL INFORMATION

Common Wealth collects both public and nonpublic personal information about participants in the Programs to provide program services. Information collected or released can include, but is not limited to information regarding issues related to the student’s participation or performance in the “programs” from: schools, other assistive or supportive agencies, and/or their personnel. The information released may include, but is not limited to, class schedules, grades, and attendance records. Common Wealth may at times be required to provide demographic information about the Programs’ participants to funders.

3. DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

Common Wealth works to provide educational and employment opportunities to participants. Disclosing certain personal information on employment applications or other communications with potential employers is essential to the success of the Programs. Common Wealth hereby discloses and reserves the right to disclose all of such information it collects, as described above.

Common Wealth also reserves the right to disclose nonpublic personal information as permitted by law.

By signing below you acknowledge you have received a copy of this Notice and acknowledge and authorize the disclosures described herein. By signing below you further acknowledge that all information obtained by Common Wealth in connection with the Programs was obtained for legitimate purposes, including enabling Common Wealth to administer the Programs.

Date

Signature of Parent/Guardian