



## Internship Details:

- The internship begins after the WAICU Nonprofit Institute, which will be held in late spring. Interns and mentors are required to participate. More information will be shared soon.
- Interns must complete at a minimum of 400 hours over at least 10 weeks during the summer. Please note that time off (granted for illness, holidays, etc.) does not count toward the 400 hours, even if arrangements are made for time off. Interns are awarded a \$4,000 stipend and a \$6,000 scholarship.
- Interns are required to complete three journal entries during the course of the internship describing their educational opportunity; an internship evaluation form; and write a donor thank you letter at the time of internship completion. Details regarding journal entries will be covered at the Institute. These documents are requirements and must be submitted to WAICU before the final stipend and scholarship are awarded.
- Supervisors/Mentors are also required to complete an internship evaluation and a donor thank you note at the completion of the internship.
- Evaluations and donor thank you notes may be shared with funder. Names will be redacted from journal entries to maintain privacy.

- All documents should be sent to:

Leah Steuer, Director of Outreach  
leah.steuer@waicu.org

- Interns receive four stipend payments throughout the internship via direct deposit.

*Final stipends will not be dispersed until all documents are received by WAICU from the intern and mentor.*

*It should be noted that the internship stipend is considered to be taxable income.*

- WAICU will do at least one site visit during the internship taking place either at the internship site or via a virtual meeting. WAICU will work with the host site to schedule an appropriate time.
- Leah Steuer is WAICU's coordinator for the WAICU Nonprofit Internship Program. Please do not hesitate to contact her at [leah.steuer@waicu.org](mailto:leah.steuer@waicu.org) or 608.204.5237 with any concerns that may arise.