

ENHANCE THE FUTURE

GET ON THE ROAD TO SUCCESS. INTERN WITH US.

WHY INTERN WITH US?

The Arizona DeMolay Foundation has served as the perpetual funding partner of DeMolay in Arizona since 1972, providing over \$235,000 in funding to programs and events over the years. As a general member of DeMolay, you may not realize that all of your statewide events, including the always anticipated Convention, are principally funded by our Foundation.

Our purpose is to find the best people and ways to reach new and existing donors who are willing to help us in our mission to ensure DeMolay is here for young leaders far into the future to continue its important mission.

THE INTERNSHIP

JOIN A FAST-MOVING

WHAT WILL YOU DO?

GROWING NON-PROFIT

The Arizona DeMolay Foundation is committed to giving you a platform to learn, grow, and contribute to our mission to help DeMolay in Arizona:

Shadow each Foundation Officer and learn the importance of their roles.

Offer opinions to help guide our decisions to help DeMolay in Arizona.

Develop and build annual social media postings for donor engagement.

Develop our Chapter Appreciation fundraising program.

Contribute to our Giving Tuesday donation campaign.

Present a final project to grow a Foundation database of ideas to raise money or solve problems in January.

Complete other tasks as assigned by the Foundation.

DO I QUALIFY?

As we describe our expectations on a later page, the Arizona DeMolay Foundation has set certain qualifications for each intern to meet before applying. We will not provide exceptions to these qualifications insofar as they are written to ensure that you receive the best experience.

We seek diverse opinions on our Board of Directors and it is our goal to choose one young man and one young woman, whenever possible. Applications will be evaluated separately, not cross-gender, and all selections will be based on provided documents and their strength.

THE INTERNSHIP

ARE YOU RIGHT FOR US?

QUALIFICATIONS TO ADMIT THE BEST

Rising senior in high school with the intent to attend an undergraduate institution **or** in your first or second year at an undergraduate institution.

GPA minimum of 3.0.

Possess a valid driver's license with an effective means of transport.

Be associated with DeMolay in Arizona as either of the below:

For Young Men - Must be an Active/Senior DeMolay

For Young Women - Must be a current or past Sweetheart/Princess

Ability to control schedule freedom for Saturdays or Sundays for meetings in October and January, and flexible to meet for special meetings on weekends or weekdays.

Available 4-5 hours per month for assignments.

Access to a personal computer to handle Gmail and Google Drive work.

No competing internships.

OUR EXPECTATIONS

Those considering applying for the Enhance the Future Internship acknowledge that this is a **six month commitment** beginning after DeMolay in Arizona's Convention and ending after our Board Meeting in January. **Attendance** at general Board of Director's Meetings is required. **Deadlines** set on tasks are expected to be completed on time. **A report**, summarizing your internship experience must be completed to receive benefits for your service.

Failure to observe these expectations may result in removal as an intern.

THE INTERNSHIP

WHAT WILL YOU RECEIVE

PRACTICAL BENEFITS FOR

NON-PROFIT LEADERS

LESSONS ON NON-PROFIT DECISION-MAKING:

Our meetings tend to move fast and that comes with experience, but we recognize that non-profit experience like this takes time to develop. During our meetings, we will be sure to stop and answer questions and explain our decisions to help you understand their importance to our mission.

SCHOLARSHIP ASSISTANCE:

We ask for GPA and intent to attend an undergraduate institution for a reason. We want to help you find scholarships within our community to help you afford to follow your professional passions from the start.

LETTER OF RECOMMENDATION:

Each intern will receive a Letter of Recommendation tailored for school admissions purposes or for scholarships written by and signed by the current President of the Foundation. You may also seek letters of recommendations from additional Directors for your endeavors.

ADDITIONAL ASSISTANCE:

Our Directors are helpful individuals and if you need help in job searching, school, or other areas, our Directors are happy to help you upon request!

APPLY TO INTERN

BECOME ONE OF OUR

ENHANCE THE FUTURE INTERNS

CHECK AFTER READING

Resume

Letter

Transcript

Name: _____ Age: _____

Your DeMolay Affiliation: _____

School: _____ Major: _____

Email: _____ Phone: _____

Address: _____

By signing below, you certify you meet our qualifications and can meet our expectations as an Enhance the Future Intern. You also acknowledge that you will provide a Resume, Interest Letter (outlined below), and a most recent transcript/grade report and check the boxes above once they are attached.

Your Letter must be exactly 2-pages, double-spaced, 12 pt. Times New Roman font outlining your interest in becoming an Intern and how this experience will help you achieve your career goals. Include why you should be selected.

If selected as an Enhance the Future Intern, you grant the Arizona DeMolay Foundation, DeMolay International, and all Affiliated Organizations the right to take photographs of (still or video) and provided text and quotes from you and use such photographs, text, and quotes with or without your name for any lawful purposes including but not limited to publicity, illustration, advertising, and web content. You authorize the Arizona DeMolay Foundation, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

Signature: _____ Date: _____

Parental Signature: _____ Date: _____

Parental Signature Required if Under 18

Send to Internship@azdemolayfoundation.org by June 1