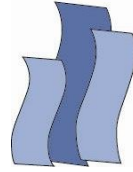




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## 2017 Pohlad Family Foundation Youth Internship Program Information

Since 2005, MNA has partnered with the Pohlad Family Foundation and its Summer Youth Employment Program to offer high school students across Minnesota an opportunity to experience firsthand, employment at a community newspaper. The program provides wage subsidies to Minnesota newspapers that hire high school-aged interns for summer internships.

The board of directors of the Pohlad Family Foundation has migrated the Summer Youth Employment programs into its *Youth Advancement* program. The Youth Advancement program aims to support and serve low-income youth that are disconnected from educational and employment opportunities, with the goal of helping young people gain skills needed to participate successfully in the workforce.

### What does this mean for MNA's Pohlad Internship Program?

We suggest extra consideration be given to students with economic need. We ask participating member newspapers hiring local youth to *think critically* about the intern recruitment process to help meet the goal of increasingly reaching low-income youth.

### Ideas for intern recruitment:

- Get in touch with local **workforce development centers** to recruit your interns
  - Check out this interactive map of centers based on last year's internships: <http://bit.ly/MNA-WorkForceCenters>
  - Search for a local center by zip code here: <http://bit.ly/WorkForceCenterNearby>
- Recruit at your local high school, but consider getting in touch with the **counseling department** (perhaps before you went to the high school English teacher or newspaper adviser). The school counseling department may be able to help you find a candidate.
- Find helpful resources from **The Grads of Life**. A campaign that seeks to change perceptions employers have of young people with atypical resumes. Visit <http://gradsoflife.org/> for info and resources.
- You can **use the attached flyer** – page 3 of this packet – as a recruitment aid. Fill in your contact info and pass along to your local work force center or high school counseling department. The professionals in both of these places can help send potential intern applicants to you at the newspaper. We're also working to tell Minnesota work force centers about our program, and others like it.

### About the Pohlad Family Foundation:

The mission of the Pohlad Family Foundation is to improve the quality of life in the Minneapolis-St. Paul region by supporting organizations and leading initiatives that address important issues and needs. Youth programs have been at the center of the Pohlad Family Foundation's giving since its inception. The Foundation supports efforts to assist young people in their transition to adulthood. For more information on the foundation and its work, visit <http://pohladfoundation.org/>.



## **The Subsidy**

The Pohlad Family Foundation's Summer Youth Internship subsidy program offers a 75% subsidy for first-time interns, and a 40% subsidy for returning interns. The Pohlad Family Foundation requires that newspapers pay a portion to ensure a commitment from the participants and suggests a minimum hourly wage of \$8.00/hour for interns participating in the program.

### **Here is the formula:**

- First time interns: Member newspapers will be reimbursed for 75% of the intern's wage, up to \$1,200. For example: 20 hours per week, for 10 weeks, times \$8.00 an hour. (suggested wage) — the Pohlad Family Foundation grant will pay \$6 of that \$8.00 wage, for a total of \$1200.
- Repeat interns: Member newspapers, hiring interns for the second time, will be reimbursed for 40% of the intern's wage, up to \$640. For example: 20 hours per week, for 10 weeks, times \$8.00 an hour (suggested wage) — the Pohlad Family Foundation grant will pay \$3.20 of that \$8.00 wage, for a total of \$640.

Because the foundation wishes to extend the program to as many new interns as possible, the subsidy for returning interns is reduced.

## **Additional Information**

The Pohlad Family Foundation requires that funds are directed to students who would not otherwise have the opportunity to learn and work in a professional environment. This program is intended for students who are not related to MNA member newspaper personnel or staff.

The Minnesota News Media Institute and the Pohlad Family Foundation benefit greatly from program feedback. As part of the program we require the intern supervisor to complete a post-program survey. We also require each intern to complete a survey. We ask that the intern supervisor require the survey be completed as part the intern's job requirements.

## **Reimbursement**

After you are enrolled in the program, MNA will contact you to collect the number of hours your intern worked. In the fall, you will receive a check from the Minnesota News Media Institute for the full amount of reimbursement grant funds you are owed.

## **Enrollment**

The program is available on a first-come, first-served basis. Each paper is allowed one (1) intern with a total of 45 internships available for the summer of 2017. If you wish to participate, please fill out and return the attached registration form to reserve your spot!

**Additional questions? Concerns?** Please contact LuAnn Yattaw  
by phone at 800/279-2979, 612/278-0235 or by e-mail at [luann@mna.org](mailto:luann@mna.org).

## We Offer Summer Paid Work Experiences for Youth!

We're looking for high school-aged youth, ages 16-19 to participate in summer work opportunities with the local newspaper. The program is supported by the Pohlad Family Foundation's Youth Advancement Program. The Youth Advancement Program was launched in 2015 to positively impact the number of disconnected youth across the State of Minnesota. This program focuses on youth that are disconnected from education and employment. The purpose of the program is to improve education and employment outcomes with at-risk youth, ultimately helping to lower the number of disconnected youth in our communities. Our newspaper is enrolled in the Minnesota Newspaper Association's Youth Internship Program and is eligible for wage subsidies through the foundation for hiring youth for paid work opportunities through the summer months.

*Are you interested in working at the local newspaper this summer, or do you know someone who is? Interns gain business, editorial and administrative experience (and much more!) in a professional office setting. We'll give you more information if you're interested in joining us for the summer. Interested? Please contact:*

Newspaper: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

The **Minnesota Newspaper Association (MNA)** is the voluntary trade association of all general-interest newspapers in the State of Minnesota, acting on behalf of the newspaper press of the state, representing its members in the legislature and in court, managing local/regional/national newspaper advertising placement, operating a press release service, and working to enhance the quality of the state's newspapers. For more information, visit <http://mna.org/>.



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The **Minnesota News Media Institute** is the 501(c)(3) arm of the Minnesota Newspaper Association. A partnership of the more than 340 members of MNA, the Institute provides education, training and professional development opportunities for current and future news media professionals, promotes fair and trusted journalism, and works to increase the public's understanding of the role and obligation of a free press in our society.



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## Pohlad Family Foundation Summer Youth Internship Program Enrollment Form

Submit this enrollment form to MNA to guarantee your spot as a participant in the 2017 Pohlad Family Foundation Summer Youth Internship Program. There is no deadline to enroll, but program participation is first-come, first-served. Each paper is allowed one (1) intern with a total of 45 internships available for summer 2017.

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*After the enrollment form is received and processed by MNA, you will be notified via e-mail that you are enrolled in the program and can recruit an intern.*

We wish to enroll in the Pohlad Family Foundation Summer Youth Internship Program.

- We have reviewed this document and understand the challenge to *think critically* about the intern recruitment process to help meet the goal of increasingly reaching low-income youth.
- We understand that it is our responsibility to hire and train the intern, who will be a high school aged student, or 2017 high school graduate, aged 16-19.
- We will receive a subsidy of 75% of total wages, up to \$1,200 for a first-time intern or 40% of total wages, up to \$640 for returning interns.
- We understand that the Pohlad Family Foundation strongly recommends a minimum hourly wage of \$8.00/hour for interns participating in the program.
- We understand that if we request to participate, but do not actually hire a summer intern eligible for this program, we must notify MNA immediately.
- We understand that we must report hours worked by our intern to MNA in a timely manner.
- We understand that MNA will issue one reimbursement check in the fall for hours worked by our intern.
- We understand that each intern must complete a survey for MNA.
- We understand that the intern supervisor must complete a post-program survey.

Newspaper: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Intern Supervisor Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Signed/approved by (signature): \_\_\_\_\_

**Return this form to MNA:**

Mail to: 10 S. 5<sup>th</sup> St., Ste. 1105, Minneapolis, MN 55402 | Fax to: 612/342-2958 | Email to: [luann@mna.org](mailto:luann@mna.org)



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## 2017 Pohlad Family Foundation Summer Youth Internship Program Intern Information

*Submit this information to MNA after hiring your summer intern.*

Newspaper: \_\_\_\_\_

Intern Name: \_\_\_\_\_

High School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Zip Code: \_\_\_\_\_ Intern Email Address: \_\_\_\_\_ Age: \_\_\_\_\_

Completed year in school June 2017:  Freshman (9<sup>th</sup>)  Sophomore (10<sup>th</sup>)  Junior (11<sup>th</sup>)  Senior (12<sup>th</sup>)

Rate of Pay: \$ \_\_\_\_\_  First-Time Intern  Returning Intern

**Return this form to MNA**

Mail to: 10 S. 5<sup>th</sup> St., Ste. 1105, Minneapolis, MN 55402 | Fax to: 612/342-2958 | Email to: [luann@mna.org](mailto:luann@mna.org)