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## Pohlad Family Foundation High School Summer Youth Employment Program Frequently Asked Questions

### **Q. What is the purpose of the Pohlad Family Foundation Summer Youth Employment program?**

A. The main purpose of the program is to give youth meaningful employment for the summer. The foundation prefers that youth from disadvantaged backgrounds benefit from the program, or those youth who may not have other opportunities for summer employment. However, the foundation does not require any eligibility statements to participate in the program. They take it on faith that newspapers will keep that goal in mind when hiring youth.

### **Q. How many internship grants are available?**

A. MNA has a goal of funding 70 internships over the summer.

### **Q: Can I have more than one intern?**

A: Yes! You may hire up to two (2) interns to participate in the Pohlad Internship Program.

### **Q. How do I apply?**

A. Simply fill out the enrollment form provided by MNA. We currently have funding to provide 70 internship grants. We will continue to accept applications until all spots are full; we have never had to turn down any newspapers who wish to participate. Newspapers may request to have up to two Pohlad interns.

It is important to notify MNA if you apply for the program, and then do not hire a high school intern. We would like to free up un-used funds for internship additional grants.

### **Q. What students are eligible?**

A. High school students aged 16-19, including those who will graduate in June, 2014, are eligible. If hiring younger students, keep in mind that your insurance may not allow them to drive on the job.

### **Q. Is there a minimum wage I must pay my intern?**

A. The Pohlad Family Foundation strongly recommends an hourly wage of \$8.00/hour for interns participating in the program. However, the Foundation recognizes that prevailing wages may be different in your community, and so allows wages to fluctuate to appropriate levels. You will be asked to report the wage you are paying to MNA.

**Q. What is the wage subsidy? Why doesn't the foundation pay 100% of my intern's wage?**

A. The Pohlada Family Foundation's Summer Youth Employment subsidy program offers a 75% subsidy for first-time interns, and a 40% subsidy for returning interns. The foundation requires that newspapers pay a portion to ensure a commitment from the participants.

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 an hour. (suggested wage) — the Pohlada Family Foundation grant will pay \$6 of that \$8 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 an hour. (suggested wage) — the Pohlada Family Foundation grant will pay \$3.20 of that \$8 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.

**Q. Are there stipulations on hiring relatives?**

A. Yes, the foundation does not allow the hiring of relatives of any newspaper employee. Again, one of the main goals is to reach further into the community and to hire students who may not otherwise have the opportunity to work for the summer.

**Q. After I sign up, what do I do?**

A. Once you have informed MNA that you wish to be part of the program by filling out, and submitting the one-page enrollment form, you may hire an intern under whatever procedure you would use to hire any other employee. Once the employee is hired, you will inform MNA of your intern's name, age, high school, year in school and rate of pay for our records. You will also be asked to submit your intern's hours worked periodically throughout the summer, and complete online surveys, telling us about your experience with the program at the end of the summer.

**Q. When and how do I get my check for the subsidy?**

A. You will track your intern's hours worked throughout the summer. MNA Staff will collect the number of hours worked. In the fall, MNA will issue one reimbursement check to each participating newspaper for hours worked (within the reimbursement limits of the program).

**Additional questions? Concerns?** Please contact MNA Program Director Sarah Bauer by phone at 800/279-2979, 612/278-0250 or by e-mail at [sarah@mna.org](mailto:sarah@mna.org).