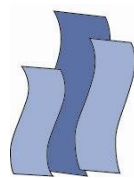




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## 2015 Pohlad Family Foundation Summer Youth Employment Program Information

Thank you for your interest in the 2015 Pohlad Family Foundation Summer Youth Employment Program! We are excited to offer this special opportunity exclusively to MNA member newspapers. The program, entering its eleventh year, is designed to provide a wage subsidy to newspapers that hire high school-aged interns over the course of the summer. The Pohlad Family Foundation aims to provide youth with meaningful employment experiences, through this program.

### The Subsidy

The Pohlad Family Foundation's Summer Youth Employment 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 recommends an 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 an hour. (suggested wage) — the Pohlad 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 Pohlad 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.

### Additional Information

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.

### Who Can Participate

Each newspaper may hire up to two (2) interns through this program. High school students aged 16-19, including those who will graduate in June 2015, are eligible. If hiring younger students, keep in mind that your insurance may not allow them to drive on the job. The foundation does not allow the hiring of relatives of any newspaper employee for this program.

**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).



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## **Pohlad Family Foundation Summer Youth Employment Program Enrollment Form**

Submit this enrollment form to MNA to guarantee your spot as a participant in the 2015 Pohlad Family Foundation Summer Youth Employment Program.

There is no deadline to enroll, but program participation is first-come, first-served.

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

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

- We understand that it is our responsibility to hire and train the intern, who will be a high school student, or 2015 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 an 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 (or interns) 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.

Number of interns requested:  ONE (1)     TWO (2)

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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## 2015 Pohlada Family Foundation Summer Youth Employment Program Intern Information

Submit this information to MNA after hiring your summer intern(s).

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

### **Intern #1**

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

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

Age: \_\_\_\_\_

Home Zip Code: \_\_\_\_\_

Completed year in school June 2015:  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

### **Intern #2**

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

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

Age: \_\_\_\_\_

Home Zip Code: \_\_\_\_\_

Completed year in school June 2015:  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)

**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).