



GOVERNMENT FINANCE OFFICERS ASSOCIATION OF ARIZONA 2018 SCHOLARSHIP AND INTERNSHIP PROGRAM

Mission of the GFOAz Scholarship and Internship Program

To attract and cultivate the next generation of municipal finance leaders by providing tuition assistance and work experience in local government.

GFOAz Scholarship Committee Goals or Desired Outcomes

To encourage college students to view government finance as an exciting and challenging career opportunity and expose students to government finance by providing work experience, mentoring and training opportunities through GFOAz.

To engage local governments in cultivating and developing the next generation of government finance leaders, promote the internship as a recruitment tool and provide financial incentive to governmental entities for the internship.

Scholarship and Internship Award

One student will be selected for the 2018 Scholarship and Internship Program. GFOAz will award the student selected with a \$1,000 tuition scholarship, a one-year membership to GFOAz, complimentary registration and two nights lodging at the 2018 GFOAz Winter Conference in Prescott and the Summer Training in Tucson, along with complimentary registrations to day-long GFOAz trainings in January, May and October. The student selected will also be offered a 10-week internship with a participating city, town or county. GFOAz will provide a \$5,000 grant to the participating local government entity to be used towards the salary of the student intern.

About the GFOAz Scholarship and Internship Program

The GFOAz Scholarship and Internship Program was created in 2015 and will honor Arizona students who aspire to a career in public finance. In 2018, one GFOAz Scholarship/Internship will be awarded to an incoming junior or senior enrolled at Arizona State University, Grand Canyon University, Northern Arizona University or the University of Arizona.

To be eligible, students must be working on an accounting, finance, economics, business or business-related major. Additional criteria for eligibility are listed in the attached Student Scholarship/ Internship Information and application form. Applications are due on December 22, 2017. In addition to submitting a complete application, students may also be interviewed by a GFOAz Scholarship Committee. GFOAz will notify the student selected for its 2018 Scholarship/Internship award in January 2018.

The GFOAz scholar will have the opportunity to interview participating cities, towns and counties and select their preferred internship location. Arizona cities, towns and counties with a population of less than 300,000 may apply to participate in the internship program. Participating or host entities are expected to provide the student intern with a broad range of experience in the finance department. Responsibilities of the local government host are listed in the attached Host City, Town and County Information. Proposals to host interns are due December 22, 2017.

STUDENT SCHOLARSHIP/INTERNSHIP INFORMATION

Student Eligibility Criteria

An applicant must:

- Be attending an accredited Arizona-based university (Arizona State University, Grand Canyon University, Northern Arizona University or the University of Arizona)
- Complete 60 credits by May 2017
- Be pursuing a major in business, accounting, finance, economics, public administration, and/or other related program
- Have at least a 3.0 GPA
- Must be at least 18 years of age and able to work legally in the U.S.
- Pass a criminal background check (intern will be required to complete host organization's hiring requirements)
- Submit a complete application by the due date

Assessment Criteria

The successful candidate will have:

- A strong desire to work in a municipal setting
- Experience in municipal finance (not required but preferred)
- Excellent communication skills
- Leadership qualities through involvement in school activities or volunteer organizations
- Working knowledge of accounting and finance and strong analytical skills
- A strong work ethic and ability to commit to a high level of responsibility

Student Responsibility for Internship

- Once a student scholar is selected by GFOAz, the student will interview participating entities to select the local government for his/her internship experience
- Student must fulfill duties provided by host entity in a satisfactory manner
- Student is expected to complete the length of the internship. If student does not complete the internship, the scholarship and internship awards will be forfeited and must be returned to GFOAz
- Student will be required to give a report of their internship experience during the lunch program at the GFOAz Summer Conference
- Upon completion of the internship, student will be required to complete an evaluation of the program

Payment of Scholarship Award

- The student will receive a scholarship of \$1,000 that will be dispersed to the university at the completion of their internship. The scholarship is intended for educational expenses (i.e. books, tuition)
- The successful applicant will submit proof of registration (tuition), name of university, and address to registrant's office for payment of scholarship directly to the university
- If the internship is not completed, the scholarship is forfeited

Please note that GFOAz does not offer course credits at this time.

Tips For A Strong Application

- Resumes should be limited to 1-2 pages and include only the most important and relevant information about you
- Keep your resume focused, but include enough details for a potential employer to assess your knowledge and experience
- Ensure that your name and contact information is on every page of your resume
- Ensure that you have all of the required documents in your application package
- Use your cover letter to highlight your key strengths and experiences
- Use your cover letter to explain why you are interested in this internship program
- Keep your cover letter to 1-2 pages in length, and remember to sign it
- Keep your application concise and professional
- Keep it simple and easy to read, avoid fancy graphics, fonts and over formatting
- Do not use abbreviations
- Remember to spell check and have others proofread your application, resume and cover letter

HOST CITY, TOWN AND COUNTY INFORMATION

Host City, Town and County Eligibility Criteria

A local government wishing to host a student intern must:

- Have a population of less than 300,000
- Have at least one active GFOAz member
- Be able to expose the student intern to a broad area of finance functions.
- Be able to provide a paid internship with a minimum of 400 hours and 10 weeks paid internship between May 31 and August 31. The GFOAz Scholarship and Internship Fund will provide a grant of \$5,000 towards the salary of the intern.
- Submit a proposal to host a GFOAz intern by the due date. Proposal must include detail description of proposed duties across a broad area of finance functions
- Entity selected by intern must enter into a Conditional Grant Agreement with GFOAz.

Host Entity Responsibility for Internship

- Provide intern with valuable work experience across a broad area of finance functions such as the following:
 - General Cash Receipting
 - Accounts Receivable
 - Accounts Payable
 - Budgeting
 - Financial Reporting
 - Treasury
 - Billing
- Commitment to provide proper supervision and mentoring to the intern. One person should be assigned to work closely with the student to assist in developing their knowledge and to enrich their work experience. This person will also be responsible for the requirements of the Conditional Grant Agreement.
- Commitment from senior management in the finance department to provide the intern with a valuable experience. We are confident that a genuine commitment of time and resources will prove to be of tremendous value for both the intern and host municipality and also be an investment in developing future finance leaders for the municipal sector.
- We recommend that the host entity conduct an informational session for their department staff who will be interacting with the student intern regarding the internship and program expectations.
- Allow intern to participate in all program related events, including GFOAz's summer and May training. Complimentary registrations for the intern will be provided for all GFOAz conferences and trainings. GFOAz will cover two nights lodging for the intern at the Winter Conference and Summer Training.
- Upon completion of the internship the host entity is required to submit to GFOAz an evaluation of the student intern and also an evaluation of the program

Payment of Internship Grant

- The host entity will receive a \$5,000 check from GFOAz after the intern and host have selected a start date
- The entity is required to pay the student a minimum rate of \$10/hour.
- Upon completion of the internship, the host entity must complete and submit a final accounting/expense form with payroll documentation to provide a full accounting for the expenditure of the \$5,000 grant.
- If the intern leaves before the end of his or her internship, the host entity is required to send the remaining funds back to GFOAz.

Expenses for Intern

- GFOAz will provide the intern with complimentary registration for the Winter Conference and Summer Training along with complimentary registration for three trainings (January, May and October). The intern will receive two nights lodging at the Winter Conference in Prescott and the Summer Training in Tucson.
- Relocation costs are not covered by GFOAz

Host Entity Selection Process (Please see timeline below)

- Eligible cities, towns, and counties must submit an internship proposal to the GFOAz Scholarship Committee.
- The Scholarship Committee will review the proposals and select up to six finalist cities, towns, or counties.
- The finalist agencies will meet with the GFOAz Scholar at the Winter Conference in Prescott. The scholarship recipient will rank his/her preferences based on this meeting and the information provided within the internship proposals.
- GFOAz staff will contact the entity ranked as the scholarship recipient's first choice preference to inquire whether the entity would accept the recipient as an intern. If the first-ranked entity declines the opportunity, staff will contact the next-ranked entity, etc.
- Once a match has been made, the scholarship recipient and the selected city, town, or county will be notified.
- The host agency and the scholarship recipient will determine the appropriate start and end dates for the internship as well as work schedule.

2018 GFOAz Scholarship and Internship Program Timeline	
December 22, 2017	Scholarship applications due from eligible students at ASU, GCU, UA and NAU.
December 22, 2017	Internship Proposals due from cities, towns, and counties interested in hosting a 2017 GFOAz Scholar Intern
January 2018	Scholarship Committee selects students to interview
January 2018	Scholarship Committee interviews GFOAz Scholarship applicants
January 2018	GFOAz Scholarship recipient will be notified Scholarship Committee selects up to six finalist cities, towns, and counties Finalist cities, towns, and counties are notified. Staff will work with student and Finalist to set up an interview at the GFOAz Winter Conference or an alternative date if they are not attending the conference
February 21-23, 2018	During GFOAz Winter Conference finalist cities, towns, and counties meet with the GFOAz Scholar. Recognition of the student will be given at the 2018 Winter Conference in Prescott, AZ
March 15, 2018 (or before)	GFOAz scholarship recipient submits preference rankings for host entities to GFOAz staff
March 16, 2018	Staff notifies ranked cities, towns, and counties and determines placement

2018 GFOAz Student Scholarship and Internship Application Form

First Name _____ Last Name _____

Mailing Address _____

E-mail Address _____ Phone _____

University Attending _____ Major/Emphasis _____

Anticipated Graduation Date _____ Grade Point Average _____

I am at least 18 years of age and legally eligible for employment in the United States:

Yes No

Preferred City/Town/County for Internship: 1. _____ 2. _____ 3. _____

(Location for internship not guaranteed and subject to participation from cities/towns/counties)

I can work: Full Time Part Time Date available to start internship: _____

A completed application packet is due to GFOAz on November 30, 2017 and must include the following:

1. This completed application form
2. A resume - this document must include the applicant's profile, educational information, previous work or volunteering experience, including dates and employer information, as well as general responsibilities of each experience
3. Two letters of recommendation (at least one academic and one professional or personal)
4. A university transcript (unofficial copies will be accepted but official transcript is preferred)
5. A letter addressed to Ben Ronquillo, GFOAz President, addressing:
 - a. Your knowledge, skills, abilities and experience as they pertain to the internship
 - b. Your interest in public finance
 - c. Your career and education goals
 - d. How you have demonstrated leadership qualities
 - e. Why you are interested in this internship program

Please note that the letter should not exceed two pages, 12-point font

Criminal Background Check

The selected student for the GFOAz internship will be asked to complete a criminal background check before starting their internship.

By checking this box I agree to a criminal background check if I am awarded the internship.

I certify that information contained in the application packet is true, correct and complete. I understand that if awarded the internship, any false statements or omission of any facts in this application packet may be sufficient for dismissal and forfeiture of scholarship award.

Signature of Applicant _____ Date _____

Your application packet must be received by GFOAz **no later than 5:00 p.m. December 22, 2017.** Please submit your application packet to ewebb@azleague.org or mail to:

**GFOAz
Lindsey Duncan, President
c/o Emily Webb
1820 W. Washington Street, Phoenix, AZ 85007**



GFOAz Internship Proposal Criteria for Cities, Towns and Counties

Please read below for proposal requirements. GFOAz has the right to deny applications if requirements are not provided.

If you are interested in hosting the 2018 GFOAz Scholarship and Internship Program, please prepare a proposal that addresses the following items.

1. Population of your city, town, or county, according to the 2010 Census.
2. Statement of commitment and ability to provide a meaningful work experience for GFOAz scholar.
3. Indicate the name and title of the person who will supervise and mentor the intern.
4. The intern must be exposed to a broad area of finance function. Provide a detailed work plan of the intern's duties, responsibilities, and/or special projects in key areas of municipal finance and indicate how this experience and training will be delivered. Please note that GFOAz does require that the host provides the student with experience in cash receipting, accounting receivables & payables, budgeting, financial reporting, treasury or billing.
5. Provide a detailed description of the training and development opportunities that may be provided to the intern.

This may include formal training programs or events including those offered to intern by GFOAz. However, please also outline opportunities such as providing the intern with an assigned mentor, regularly scheduled meetings with the finance director or CFO, attending management team meetings, attending city council meetings and board/commission meetings, participating on inter-departmental teams, attending regional organization events or meetings, city tours and ride-along, meetings etc.

6. Please note any potential obstacles to a successful internship with your city, town, or county and describe how you plan to address these issues. ***If housing availability is a concern, describe any assistance that can be given to help the intern locate affordable, temporary housing if required.***
7. Provide any additional information about your city, town, or county's ability to provide a meaningful experience for the intern and what the intern's assistance will mean to your city, town, or county.

You may refer to the attached template for an example. Please limit your proposal to no more than five pages. Your proposal must be received by GFOAz no later than **5:00 p.m. on December 22, 2017**. Please submit your GFOAz internship proposal to:

GFOAz
c/o Emily Webb
1820 W. Washington Street, Phoenix, AZ 85007
or ewebb@azleague.org