

HOST ORGANIZATION INFORMATION

Host City, Town and County Eligibility Criteria

A local government hosting a student intern must:

- 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 200 hours and maximum of 400 hours over a 10-week period between May 31 and August 31. GFOAz will provide a grant of \$6,000 towards the salary of the intern.
- 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.

Payment of Internship Grant

- The host organization will receive a \$6,000 check from GFOAz after the intern and host have selected a start date
- The host organization is required to pay the student a rate between \$15/hour and \$20/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 \$6,000 grant.
- If the intern leaves before the end of his or her internship, the host organization 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 Flagstaff and the Summer Training in Tucson.
- Relocation costs are not covered by GFOAz

