



THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

1 Evertrust Plaza Suite 101 Jersey City, NJ 07302 Ph. 800-601-6248. Fax 201-222-0613. www.nsls.org

Internship Agreement and Stipend Plan

By accepting this internship agreement, I commit to do the following:

- Return all emails and/or phone calls to the National Office within 2 business days
- Attend webinar training as well as attend an in-person leadership training retreat
- Participate in all weekly calls with National Office - 1st missed call will be a warning, any further misses will result in 10% deduction from my stipend
- If unable to attend a meeting, please provide prior notice if possible and reschedule within 2 business days.
- Interns will be required to maintain communication with the National Office either by phone or via email during the summer. However, the bulk of the internship duties will occur during the academic year.

1. Complete the following internship duties within the first semester:

- Find a qualified advisor(s)
- Arrange an introductory conference call with my Advisor and the National Office
- Recruit at least 4 additional Executive Board members
- Register as a student organization and/or seek sponsorship from a campus department
- Arrange a conference call with the National Office, Advisor, and the appropriate campus administrator who oversees clubs and/or leadership programs
- Work with my Advisor and the National Office to secure a student list and materials to invite students to participate in the leadership program
- Arrange to have my Advisor sign a Memorandum of Understanding with the National Office

2. Upon completion of the first semester duties, the National Office will meet with the intern to determine which duties he or she will complete in the second semester. Plan A is the ideal timeline and Plan B is an extended timeline. Plan B is for those students who were unable to complete the first semester duties in time to execute a calendar of events within the second semester.

Plan A (Ideal Timeline): Complete the following internship duties within the second semester:

- Host an Executive Board Retreat
- Plan and execute a calendar of events, approved by the National Office. All campuses must host a minimum of 2 options per event to accommodate students' schedules. Campuses with 200+ members are encouraged to host a minimum of 3 options per event. NSLS events include:
 - Orientation
 - Leadership Training Day
 - 3 Success Networking Team Meetings
 - 3 Speaker Broadcasts

- Induction Ceremony
- Optional events:
 - Social event
 - Fundraising event
 - Community Service event
- Maintain at least 4 Executive Board members throughout the year
- Plan a calendar of events for the next semester, approved by the National Office

Plan B (Extended Timeline): Complete the following internship duties within the second semester:

- Host an Executive Board Retreat
 - Complete Trainings by Chapter Support Manager in the following areas:
 - Chapter Outreach, Marketing, and Communication
 - Time Management
 - Event Management and Facilitation
 - Public Speaking
 - Eboard Engagement and Empowerment
 - Calendar and Event Planning
 - Team Management and Conflict Resolution
- Create a Chapter Action Plan, including a calendar of events for the next 2 semesters, approved by the National Office. All campuses must host a minimum of 2 options per event to accommodate students' schedules. Campuses with 200+ members are encouraged to host a minimum of 3 options per event. NSLS events include:
 - Orientation
 - Leadership Training Day
 - 3 Success Networking Team Meeting
 - 3 Speaker Broadcast
 - Induction Ceremony
 - Optional events:
 - Social event
 - Fundraising event
 - Community Service event
- Maintain at least 4 Executive Board members throughout the year
- Host orientations

The NSLS will process a \$750 stipend check after **completion of all the steps** for each semester mentioned above (for a total of \$1500 for the year).*

*Note: International students are eligible to complete the internship but **may not be eligible** to receive a stipend based on their specific classification. All interns must complete an IRS W-9 or W8BEN form to receive payment. These forms will be provided by the National Office.

By accepting this offer letter, you are:

- Confirming your understanding that the job offer is contingent upon the satisfactory outcome of a background check, including review of any prior criminal record applicable to you, as determined by the NSLS;
- Providing your consent for the NSLS to run a background check and/or review any prior criminal record applicable to you;
- Providing your consent for the NSLS to disclose information related to any criminal background applicable to you, to the campus Advisor associated with the internship position, and any other representatives of the educational institution you attend and of the NSLS's National Office, on an exclusive need-to-know basis as related to the internship position as determined by the NSLS;
- Confirming your understanding that the NSLS reserves the right to withdraw any job offer based upon its review of the background check and/or criminal record, if applicable.

I agree to follow through on all the above commitments of this internship, and signify my acceptance of this opportunity by signing below.

Print Name

Signature

Date