



State Intern Opportunity

Selection into the Intern program will enable students to assist with the State Leadership Conference in areas ranging from working in headquarters, setting up and directing registration, checking rooms and reservations, working with the officer teams or working with coordinating the judges and proctors. This program will provide Interns with experience in public relations, meeting planning, leadership, and team building.

The application process is as follows:

- ✓ Interested students will download and complete the Intern Application
- ✓ Completed applications should be attached in an email to Diana Weber, dweber@sequin.k12.tx.us by Feb. 8th, 2008
- ✓ Applications will be reviewed by the Intern Committee
- ✓ Local Advisor will be contacted via email to approve the student as an Intern
- ✓ Once approved, an acceptance letter will be emailed to the Intern and the Advisor
- ✓ Advisors are responsible for registering the selected Intern as a conference participant

The areas for the Interns are as follows:

- **Intern Desk**—Students will be responsible for checking in the Interns, assigning Interns, answering questions, serving as the information desk, serving as the point of contact for staff needing assistance.
- **Registration**—Students will be in charge of stuffing packets, counting out the conference souvenirs, sorting registration materials and correcting name badges.
- **Courtesy Corp**—Students will be responsible for assisting as needed by being visible and running errands, moving materials, providing information, monitoring sessions and assisting staff.
- **Headquarters**—Students will be responsible for assisting conference staff in setup and take down and assisting as needed in headquarters as runners. Students will not handle testing materials.
- **Photo Station**—Students at the conference will have the opportunity to share their conference pictures to be included in the Conference In-Review slide show to be shown prior to the Closing Session on Saturday afternoon. Interns at this station will be assisting with the download of photos, selecting, editing and resizing photos for use in the show. Experience with photo downloads is preferred.
- **Multimedia Team**—Students will be building the Conference In-Review slide show for the closing session. Students will be taking the downloaded photos from students' cameras, reformatting, resizing, and fixing the graphics and importing them into a slide show presentation. Experience with graphics and slide shows is preferred.
- **Proctor Assistants**—Students will be responsible for checking room setups, checking on proctors and judges and accommodating their needs. This is a great public relations opportunity.
- **General Events**—Students will be working with the Open Events. Students will assist with the testing setup, posting start and end times, and stamping Test Cards. Students will not handle testing materials.

Assignments will be made when students arrive at the conference and check in at the Intern Desk, located in front of Headquarters, Lone Star Ballroom A4. Intern Orientation will be Thursday, March 6, at 8:30 am in Lone Star Ballroom A3. Interns that are not able to attend the Orientation will receive instructions at the Intern Desk. Interns can check in at the Intern Desk at any time during the conference to sign up to assist as needed. A minimum of 3 hours of service is requested to complete the Intern program. Interns will be responsible for representing the organization and providing assistance to the conference staff and the members and guests at the conference. Professional dress is required when Interns are working the conference. Category 1 or 2 is required. Interns will also be responsible for having their own copy of the conference program and being familiar with the conference hotel and layout as they may be asked locations and times for events. Interns will track their service hours. After the close of the conference, a copy of their service hours will be sent to the Intern and their Advisor.

Thank you for your interest in the State Intern Program.