



2020 ARC Foundation Public Relations Intern Host Application

The ARC Foundation is seeking a company or organization to host the 2020 ARC/Gardner & Gardner Communications intern. Under this unique arrangement, ARC will partner with an ARC-member organization to coordinate the internship program. Key details:

- Intern will be hosted by the ARC-member organization.
- Internship will be worth \$5,000 -- \$3,000 underwritten by Gardner & Gardner Communications through the foundation; \$2,000 to be funded by the hosting organization through the foundation.
- \$1,000 of the total \$5,000 will be used for the intern to attend the annual professional development meeting of ARC – to be held June 23-25, 2020 in Richmond, Virginia.
- The intern will spend 80% of his/her time on host organization projects and 20% to support and attend the ARC annual meeting.
- The internship will be 10-12 weeks long.
- The host organization will be chosen by Dec. 31, 2019.
- Student applications will open January 6, 2020, and be selected in March.
- Intern will be chosen by a representative of the host organization, along with a representative of Gardner & Gardner Communications and one board representative.

Organization Name: _____

Organization Address: _____

Location intern will be working (if different from above): _____

Contact Person: _____

Email: _____

Phone: _____

Name of ARC Member(s) in your organization (You must have an ARC member on staff to apply for this opportunity.): _____

Description of your organization: _____

Responsibilities/experiences/projects the intern will likely be involved with: _____

Skills required or desired: _____

Why do you believe this internship will be a good opportunity for your organization as well as the ARC intern?

What is your organization's philosophy regarding public relations and the internship experience?

All applicants will be notified of the outcome shortly after the selection process is complete.

Please send the completed application by email by Monday, Dec. 16 to:

**Kristy Mach, Executive Director
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