

2012 Program Guidelines

Exxon Mobil Corporation is pleased to sponsor the thirteenth annual Community Summer Jobs Program. With the administrative assistance of Volunteer Fairfax, ExxonMobil will provide grants to local nonprofit agencies. This will enable the agencies to hire summer college interns to assist in providing essential services to the community. We appreciate your interest in the program, encourage your application, and trust the program will prove to be beneficial to agencies, students, and the community.

AGENCIES

- Participating agencies must be certified by the U.S. Treasury Department, Internal Revenue Service, as having federal tax-exempt 501(c)(3) status.
- Agencies that have participated for four years in a row will be asked to take a year off.
- Upon acceptance, each agency must register with Volunteer Fairfax as a Partner Member.

INTERNSHIPS

Priority will be given to challenging, well-supervised internships that provide interns with direct community involvement and a major role in planning and carrying out a summer program/project.

- The following components are all considered essential to a successful internship:
 - ✓ An assignment that either closely matches an intern's career goals or has broadly applicable learning experiences;
 - ✓ An assignment to a special project or a distinct set of ongoing responsibilities that develops technical/professional skills;
 - ✓ An orientation that is complete and thorough;
 - ✓ Effective supervision of the intern, creation and monitoring of learning objectives, and mechanisms that help the intern recognize what he or she is learning and which emphasize the importance of nonprofit service to the community.
- Each agency should require its intern to work a 35-hour workweek (exclusive of lunch/dinner) for the agency, for an eight-week period. Each agency will pay it's the full stipend for said period. Each intern's salary is to be treated as income to the intern, subject to FICA and income taxes.
- ExxonMobil will provide a one-time grant to each agency selected to participate.
- Internships are to be carried out during an eight-week period, **starting no earlier than May 15 and ending no later than August 24, 2012** with each agency selecting the period which best suits the needs of its summer program and the intern.

- The intern is to be hired by the agency and supervised by the agency staff. ExxonMobil and Volunteer Fairfax do not participate in intern selection. The intern should be carefully selected and appropriately matched to the internship. Agencies are encouraged to recruit thoroughly by contacting job placement offices of colleges and universities and posting notices on campus job boards. Community newspapers, agency newsletters, and websites are additional resources.
- Interns and supervisors will be required and in some cases strongly encouraged to attend CSJP events as defined throughout the summer. Participation in these events will be recorded and may effect future involvement for the agency in the Community Summer Jobs Program.

INTERNS

- Each intern must be a currently enrolled undergraduate student who will be returning to college as a full time (minimum of 12 credits per semester) sophomore, junior, or senior student in the fall of 2012 in a United States college or university. International students must be eligible to work in the United States.
- Before the internship commences, each agency must obtain and provide to Volunteer Fairfax written enrollment verification from the college confirming the student's enrollment status. Student ID cards and/or phone calls are not considered sufficient documentation.
- The intern is to be notified by the agency at the time of hiring (and during the interview) that his/her internship is funded through Exxon Mobil Corporation's Community Summer Jobs Program and that his/her participation at the Kick-Off event and the seminar is required.
- Should an intern hired by an agency subsequently be dismissed or leave the agency voluntarily during the eight-week internship, Volunteer Fairfax and ExxonMobil are to be notified **immediately**.
- Interns who participated in the program in previous years may again seek an internship in 2012 provided he/she works for a different agency.
- Family members of board and staff at an agency are not eligible to be hired as CSJP interns at that agency. Family members of ExxonMobil and Volunteer Fairfax are also ineligible to be hired.

VOLUNTEER CENTER INVOLVEMENT

- Volunteer Fairfax will conduct a half-day agency seminar **Wednesday, February 8, 2012** for all selected agencies. Attendance by the intern supervisor, co-supervisor, or executive director is **mandatory. Two snow dates have also been set in the case of inclement weather:**
Snow Date #1: Wednesday, February 15, 2012
Snow Date #2: Wednesday, February 22, 2012
 Snow dates are utilized if Fairfax County Public Schools cancels or delays school openings.
- Volunteer Fairfax will conduct one full-day seminar for all the interns in June. There are no costs involved. Interns are required to attend the seminar. Interns are to be paid for their time at the seminar (including travel time) as a stipulation of the ExxonMobil grant.



- A Volunteer Fairfax representative will conduct site visits to all participating agencies. The representative will meet with the intern and his/her supervisor and observe intern work activities and responsibilities.

DISCLAIMER

Exxon Mobil Corporation will not recruit, select, hire, train, employ, supervise, pay, or discharge the interns. Exxon Mobil Corporation and Volunteer Fairfax disclaim any and all liability in connection with the internships to the interns, other employees and agents of the agencies, to the agencies themselves, and to all third parties. Each agency assumes responsibility for any and all liability to its intern, other employees and agents of the agency, and third parties.

APPLICATION/NOTIFICATION PROCESS

- Any qualified agency interested in participating in the 2012 CSJP is requested to complete the online application. In addition to the online application, the mail-in portion of the application must be submitted **no later than 4:00 p.m., December 9, 2011 to:**

Volunteer Fairfax
ExxonMobil CSJP
10530 Page Avenue
Fairfax, VA 22030

Faxed materials will not be accepted

- **For an application to be considered, each agency must also mail in one envelope the below materials:**
 - A copy of the letter from the U.S. Treasury Department, Internal Revenue Service, showing its federal tax-exempt 501(c)(3) status;
 - A copy of the agency's most recent audited financial statement and/or Form 990;
 - A printed copy of the online application;
 - Agency materials and/or agency brochure;
 - Intern job description in the form of a one-page document that would be used to publicize the position.

Agencies will be notified as to whether or not they have been selected by mid-January 2012.

