



Jefferson County
Communities That Care

Internship Checklist

Website: <https://sites.google.com/view/jeffcoctcyouthinterns/home>

Turn in paperwork

- ☐ Professional expectations
- ☐ W-9
- ☐ Photo release
- ☐ Agreement
- ☐ Statement of confidentiality

Invite friends who actually show up

- ☐ 3 or more to town hall-- they get a \$20 gift card
- ☐ 3 or more to your event

Go to meetings

5 Big group meetings Oct. 14 Intro

- ☒ ~~Oct. 21 Planning~~
- ☐ April 21 Practice for Youth Voices
- ☐ April 28 Youth Voices
- ☐ May 5 Celebration

8 Team Project Team Meetings

- ☐ Team meeting 1
- ☐ Team meeting 2
- ☐ Team meeting 3
- ☐ Team meeting 4
- ☐ Team meeting 5
- ☐ Team meeting 6
- ☐ Team meeting 7
- ☐ Team meeting 8

5 Events

- ☐ Help host our team's event
- ☒ ~~Another team's event 1~~
- ☐ Another team's event 2
- ☐ Another team's event 3
- ☒ ~~Feb. 17 Go to town hall~~