



2017 Summer Intern Hannah Nave
During the 2017 Star Tour Camp Clements Visit

TENNESSEE FFA FOUNDATION, INC.
2018 SUMMER INTERNSHIP



Tennessee FFA Foundation, Inc. | 931-372-6050



Overview:

This internship program is intended for former or current FFA members enrolled in college. The program offers interns the chance to work for the Foundation staff in fundraising, fostering strong communications with FFA stakeholders and in completing special projects throughout the summer.



2018 Summer Intern, Hannah Nave and Stars tour
Thompson Machinery in Memphis

Internship Goals:

1. Give intern confidence when approaching adult stakeholders through training and practice.
2. Develop intern's ability to interact professionally with adult leaders by teaching strategies for respectful and effective introductions, conversation and follow-up.
3. Improve intern's written skills through special projects and press releases.
4. Teach intern techniques for impacting adult audiences when making speeches and remarks.

Internship Duration/Location:

The 2018 Tennessee FFA Foundation, Inc. summer internship will begin May 14, 2018 and finish July 20, 2018. The Foundation will work to accommodate vacation or school plans within reason by allowing the intern unpaid time off during the internship, if necessary.

The intern will work from the Foundation office in Cookeville on the campus of Tennessee Tech University. He or she will be responsible for securing housing during the internship.

Summer Internship Offered By: Tennessee FFA Foundation, Inc.
April 2, 2018



Internship Compensation:

Pay will be \$350/week. While traveling on Foundation duty, the intern will be paid mileage, receive meal reimbursement and other necessary costs deemed appropriate by the Foundation Executive Director. All expenses and pay must be approved by the Foundation Executive Director.

Requirements:

- Intern must be enrolled in a higher learning institution and must be majoring in an agricultural field of study when the application is submitted.
- Intern must have been a member of FFA in high school for at least one year.
- Intern must be at least 18 years old.
- Intern must have at least a 3.0 GPA and provide one copy of collegiate transcripts when applying.

Preferences (not required):

- Candidates for National FFA Office
- Past FFA National and State Officers
- State Star Award Winners

Applying:

All interested candidates should submit:

- **Resume**
- **Two reference letters**
- **College transcripts through Fall Semester 2016**

Plus, candidates may send any other supporting documents. Materials must be received by April 16, 2018. Applications can be scanned and emailed to chelsearose@tnffa.org or sent by mail to: Tennessee FFA Foundation, Inc. ATTN: Intern Program P.O. Box 5034, TTU, Cookeville, TN 38505.

Interview:

The Executive Director will interview finalists for the internship. Interviews will be held soon after the application deadline. Finalists will be notified interviewed by phone on a set date.

Selection:

A summer intern will be selected by April 23, 2017.

For example of intern projects, see the 2016 Summer Intern Projects on page 3. Similar projects will be assigned to the 2018 intern in addition to other assignments, such as, making Foundation visits with the Executive Director and Development Coordinator. (Please note: Unless otherwise noted, dates provided are from 2016.)

If you have any questions about the intern program or the application process, please call the Executive Director at 931-372-6029 or email kelseyrose@tnffa.org.



Tennessee FFA Foundation, Inc. Internship: **Summer Projects**

May 11-July 31, 2016

Press Releases

Objectives:

- Publicize member involvement and success
- Highlight sponsorships
- Use consistent messaging in each release
- Create portfolio of press releases for future interviews/jobs

Timeline:

- Two per week
- Submit each Wednesday for approval
- Distribute to media outlets Thursday mornings

Foundation Training for State Officers

Objectives:

- Draft four Foundation visit scenarios for the State Officers
 - Co-op employees will be available for the mock visits
- Plan 30 minute workshop about follow-up communications

Timeline:

- Develop and submit for approval by May 14

Camp Program

Objectives:

- Plan 15 minute presentation
- Give overview of Foundation
- Create interest in the work of the Foundation among campers
- Participate in the presentation

Timeline:

- Develop and submit for approval by May 20

Camp Giveaways

Objectives:

- Identify two potential giveaway items
 - Exec. Director will choose one of the two items
- Must stay within \$250 budget
- Items should ship by first week of camp (June 1-5)

Timeline:

- Present options by May 15



Website Editing

Objectives:

- Minimize errors on website
- Update any directories with current members

Timeline:

- Submit banner idea by Thursday each week
- Submit corrections as they are discovered

Tennessee FFA Star Tour

Objectives:

- Draft a 25 minute program
- Assign roles to each Star
- Incorporate the Star videos
- Emcee the program

2018 Timeline:

- Event date: June 12-15
- Submit draft program by June 6

Sponsor Profiles

Objectives:

- Using QuickBooks, create a file for all corporate sponsors on record
- Files should include: company name, primary contact, sponsorship record, and a brief background about the company, when available
- Save these files as word documents

Timeline:

- Submit completed sponsor profiles by July 28

New Sponsorship

Objectives:

- Identify a new, potential corporate donor
- Work to find a connection with the donor
- Draft a proposal for the donor
- Schedule a visit with the donor
- Secure sponsorship

Timeline:

- Submit idea and proposal by July 28

Other tasks:

- State Officer bios
- Century Club prospect letters
- Address list for Annual Report