



LETTER OF AGREEMENT
Between Placement Organizations and the Unity Summer Program 2008

Thank you for your willingness to participate in the Unity Summer Internship Program. We could not provide this unique learning experience without your participation and cooperation! Please read though the following statements carefully, sign the form and send it back to the address at the bottom.

1. I understand that Unity Summer makes all decisions regarding the placement of the intern(s) based on the goals of the program, the job descriptions provided and the skills and interests of the intern. I understand that every effort will be made to secure an intern(s) to match the skills and qualifications specified in the *Intern Job Description*. However, I understand that there is no guarantee my organization will receive an intern(s).
2. I agree to meet all deadlines and submit all paperwork as specified below:
 - My organization's proof of current liability coverage by June 1st
 - *Placement Organization Information 2008* by April 7th
 - *Intern Job Description* (one per intern requested) by April 7th
 - This signed *Letter of Agreement* by April 7th
 - *Evaluation of Program* and *Evaluation of Intern* by August 30th
3. I agree to provide 170 hours of work experience for each intern during the timeframe identified in the *Program Description*.
4. I agree to provide a work schedule that permits the intern(s) to attend the regularly scheduled training sessions.
5. I agree to provide each intern a supervisor who will meet with the intern(s) regularly and provide the feedback and supervision needed to accomplish the duties specified in the *Intern Job Description*.
6. I agree to explore the possibility of a financial contribution of \$200 per intern to the Unity Summer Internship program by the end of August.

Placement Organization

Signature Representative

Date