

**MICHAEL S. RAWLINGS**  
Mayor of Dallas



Dear Friends:

As business leaders, we constantly search for ways to support public education, which plays a key role in building our workforce of tomorrow.

During my tenure as Mayor, I'm often asked "what can my company or firm do to help?" and I always direct them to the Mayor's Intern Fellows Program. Founded in 2008, this innovative educational program provides promising Dallas public high school students with unforgettable eight-week paid summer internships at local businesses and nonprofits.

This program is very important to me, and I'm enormously proud of our accomplishments. In 2017, we reached a major milestone as we celebrated our 10th year. To date, we have placed 2,175 exceptional students with hundreds of businesses and nonprofits, and our cumulative payroll has topped \$4.8 million, a pretty impressive contribution to our economy!

My passion for this program comes from listening to heartfelt testimonials from students whose lives have been changed in a major way. Keep in mind that, in many cases, these are students who will be the first in their families to attend college. They haven't had the opportunities to experience a professional workplace, so these eight weeks of immersion are truly priceless. Not only do the internships expose the teens to careers and opportunities they never imagined, it connects them to executives and professionals who serve as role models, mentors and, more often than not, good friends.

But this isn't a one-sided arrangement – employers also benefit. One of my favorite memories is bumping into leaders at our end-of-summer luncheon who are overjoyed with the quality of their interns. They're impressed with the advance training – more than 32 hours – that prepares them for on-the-job success. They admire the students' dedication, go-getter attitudes and fresh perspectives and, most importantly, they appreciate their smarts. Looking down the road, our business employers treasure the solid connections they're making in hopes of hiring these bright young people again someday. (By the way, some employers are so impressed they hire the students to continue working for them during their high school and college years!)

And businesses are seeing an added bonus – their employees are pleased knowing their organization cares enough to make these game-changing investments in our youth.

These young people have so much potential – they just need a chance. So here's how you can help. We are currently recruiting and encourage you to sponsor an intern (or several) at your workplace or a nonprofit of your choice.

We have an established process and provide ongoing support that makes it easy for employers to plug in and implement. You also get to select and hire your own interns through a job fair in April – so big it would impress most HR staffers – that attracts 1,000-plus nervous students who come armed with elevator speeches and polished resumes.

No matter the size of your company – from headquarters to studio to entrepreneurial endeavor – you have valuable lessons to share with young people thirsty for knowledge. It's a terrific ride, and we hope you will join the Mayor's Intern Fellows Program this summer as a business partner or sponsor!

Best regards,



Michael S. Rawlings  
Mayor of Dallas

DALLAS MAYOR'S INTERN FELLOWS PROGRAM  
**2018 COMMITMENT FORM**

**CONTACT INFORMATION**

Company \_\_\_\_\_  
(List company name as it needs to appear in MIFP marketing materials)

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Company Website \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Industry Type \_\_\_\_\_

**INTERNSHIP COMMITMENT**

Our company will provide \_\_\_\_\_ (# of internships) eight-week paid summer internship(s) for \_\_\_\_\_ (20 to 40) hours weekly at a minimum of \$10 per hour from June 11 to August 3, 2018. We also agree to pay the \$500 per intern program fee.

Company Overview/Description:

\_\_\_\_\_

Location of Internship (please include physical address of internship if different from what is listed above):

Special Skills Required:

Department/Area where intern will work (Ex: human resources, marketing, etc.):

\_\_\_\_\_

Our company/organization will sponsor \_\_\_\_\_ (# of internships) eight-week summer internship(s) at Dallas nonprofit(s) from June 11 - August 3, 2018.

Our company/organization would like to sponsor an intern fellow to work the following # of weekly hours: (Please select one commitment option below)

20 hours per week for 8 weeks = cost commitment of \$2,675

30 hours per week for 8 weeks = cost commitment of \$3,715

40 hours per week for 8 weeks = cost commitment of \$4,660

*\*Costs above include the intern fellow's \$10 hourly rate, payroll and administrative costs associated with putting an intern fellow on the nonprofit's payroll, a \$500 per intern fellow program fee, and luncheon ticket for the intern fellow and one nonprofit representative.*

*Please Note: For those sponsoring intern fellows to work at Dallas nonprofit organizations you will be contacted upon the submittal of your Commitment Form to determine your preference of nonprofit, if any. A list of nonprofits who have applied and are awaiting sponsorship will be provided. After a nonprofit is selected, companies will be provided with an invoice.*

**LUNCHEON COMMITMENT**

Our company along with our interns would like to attend the 2018 Mayor's Intern Fellows Program Luncheon on Friday, July 27 from noon to 1:30 p.m. at the Hyatt Regency Dallas Hotel.

Please reserve the following for us:

**Tables**

\$5,000 sponsor table (seats 10)

\$2,500 sponsor table (seats 10)

\$1,500 sponsor table (seats 10)

**Tickets**

\$125 Individual Luncheon Tickets

\_\_\_\_\_ Quantity of individual tickets we would like to reserve

**Please email commitment form to Angela Shellene at [ashellene@thereedsprc.com](mailto:ashellene@thereedsprc.com).**

**Invoices will be sent via email for program fees, luncheon tables and tickets as well as intern payroll where applicable.**

*For more information contact Angela Shellene ([ashellene@thereedsprc.com](mailto:ashellene@thereedsprc.com)) at The Reeds PRC, at 214 871-0783.*

# DALLAS MAYOR'S INTERN FELLOWS PROGRAM

## 2018 Program Information and Key Dates

**PROGRAM MISSION.** To introduce exemplary Dallas public high school students to future careers, professional employment opportunities and valuable workplace skills while providing area employers a meaningful way to make an investment in the youth of Dallas and its future workforce.

### **WHAT IS THE DALLAS MAYOR'S INTERN FELLOWS PROGRAM?**

A paid eight-week summer internship program for outstanding Dallas public and charter high school students, most who will be the first in their families to attend college. Open to businesses and organizations of any size.

**HISTORY.** Founded in 2008 by Mayor Tom Leppert and Education is Freedom. Modeled after innovative White House Fellows Program. During the last 10 years, 2,175 internships have been provided. In 2017, 2,150 students applied for the program, 1,150 participated in the Job Fair, and 392 were provided internships.

**SUPPORTERS.** Endorsed by Mayor Mike Rawlings, Dallas City Council members, Dallas ISD, Richardson ISD, Uplift Education and other charter school leaders plus Fortune 100 companies, successful small businesses and top nonprofits.

**PARTICIPATING SCHOOLS.** The Mayor's Intern Fellows Program works with 52 Dallas area public high schools including all those in Dallas ISD, Richardson ISD and all Dallas public charter schools.

**STUDENT QUALIFICATIONS.** Current sophomores and juniors. 3.0 cumulative GPA (on 4.0 scale). Strong attendance record. Great attitude. Principal recommendation required. Online student application period opens November 1 and closes January 31.

**PROGRAM DESIGN/FACILITATOR.** Nonprofit Education is Freedom (EIF) continuously works with and monitors the interns to ensure a successful experience.

**INTERNSHIP DATES.** June 11 – August 3, 2018. Students work 20-40 hours per week for eight weeks earning a minimum of \$10 per hour.

**JOB FAIR.** Tuesday, April 3, from 9 a.m. – 3:30 p.m. at the Hyatt Regency Dallas. Business representatives review online applications in advance, interview candidates on site and select their own intern(s).

**INTERN PLACEMENT.** Internship offers to students begin in late April and final intern placements are made mid-to-late May.

**INTERN TRAINING.** Interns are required to successfully complete 32 hours of rigorous workforce and work-readiness training prior to internships. Training is provided by nonprofit Education is Freedom and the program's industry partners.

**CELEBRATION LUNCHEON.** At the conclusion of the internship program sponsors, employers, interns, school leadership and elected officials gather to celebrate summer achievements. This year's luncheon will be Friday, July 27, from noon – 1:30 p.m. in the Landmark Ballroom at Hyatt Regency Dallas. Sponsor tables range from \$1,500 - \$5,000. Individual Tickets are \$125; \$95 for nonprofits.

**WAYS TO SUPPORT.** Sponsor an intern (or several) at your business or local nonprofit, or become a Program Sponsor. Businesses and individuals who choose to sponsor interns at nonprofits may select the nonprofit from a list of 100+ organizations who have applied to receive a sponsored intern this summer.

**TO SIGN-UP.** Learn more and register online at [mayorsinterns.org](http://mayorsinterns.org) Deadline to sign up to participate in the MIFP Job Fair is March 15. Employers who sign-up after March 15 will be provided an alternative intern selection process. For more information, contact Angela Shellene at [ashellene@thereedsprc.com](mailto:ashellene@thereedsprc.com) or 214-871-0783.

# DALLAS MAYOR'S INTERN FELLOWS PROGRAM

## HOW TO GET INVOLVED?

### **SPONSOR AN INTERN FELLOW AT YOUR WORKPLACE.**

Businesses of every size are encouraged to provide a paid internship for at least one intern from June 11 - August 3, 2018. Internships, running 20 to 40 hours per week and paying a minimum of \$10 per hour, should provide a real-life experience in the workplace where the student performs meaningful work assignments, shadows executives, observes company operations, and has personal contact with managers and executives regarding future career avenues in the industry. Employers will interview students – that they have pre-selected from the program's online resume portal – at the MIFP Job Fair on Tuesday, April 3, 2018.

**COST:** Pay a program fee of \$500 per intern. Place the intern on your payroll for 20-40 hours per week at a minimum of \$10 per hour. Attend the end-of-the-program Celebration Luncheon with your intern(s) on Friday, July 27, at Hyatt Regency Dallas. Tickets are \$125 per person. (Program fee covers intern fellow's participation in 32 hours of workforce and work-readiness training, Job Fair and Community Service Day. It also provides intern with a two-week bus pass, if needed.)

### **SPONSOR AN INTERN FELLOW AT A NONPROFIT.**

Businesses and organizations also can underwrite an intern to work at a participating local nonprofit. This is a wonderful option for organizations unable to host an intern at their place of business or for those wanting to support a local nonprofit. Businesses and organizations may choose the nonprofit from a list of 100-plus participating nonprofits.

**COST:** Businesses may choose number of hours to sponsor – 20 hours/week for 8 weeks is \$2,675 per intern, 30 hours/week for 8 weeks is \$3,715 per intern, and 40 hours/week is \$4,660 per intern. Costs include the intern's \$10 hourly pay, payroll and administrative costs associated with placing intern on the nonprofit's payroll, a \$500 per intern program fee, and luncheon ticket for the intern and one nonprofit representative.

### **BECOME A PROGRAM SPONSOR.**

To provide additional support for the internship program, there are several Program Sponsorships available. Currently, the program is seeking sponsors to underwrite workforce and work-readiness trainings, intern mentoring and special student enrichment programs and events. Program sponsorships begin at \$5,000.

For more information, please contact Angela Shellene with The Reeds PRC, [ashellene@thereedsprc.com](mailto:ashellene@thereedsprc.com) or 214-871-0783.

**Sign up to sponsor an intern at [mayorsinterns.org](http://mayorsinterns.org)**

# Internship Partners

ACEC Dallas	City of Dallas, Department of Human Resources	Dal-Tile Corporation	Klyde Warren Park	SoupMobile
After-School All-Stars North Texas	City of Dallas, Economic Development	DART	Kroger	SouthFair Community Development
AG&E Structural Engenuity	City of Dallas, Equipment and Building Services	Deep Ellum Foundation	Liftfund	SPARK!
AIDS Services of Dallas	City of Dallas, Fair Housing and Human Rights Office	Deloitte	Lisa K. Simmons	SPCA of Texas
Alliance Data	City of Dallas, Housing Community Services	Downtown Dallas, Inc.	Live Nation	State Fair of Texas
Ambit Energy	City of Dallas, Mobility and Street Services	Earth Day Texas	Locke Lord LLP	Stewart Title
American Airlines Center	City of Dallas, Office of Cultural Affairs	Education is Freedom	Lockton	Susan G. Komen Dallas County
American Care Foundation	City of Dallas, Planning & Urban Design Department	Education Opens Doors, Inc.	Lockwood, Andrews, & Newnam, Inc.	Tenet Healthcare Corporation
American Foundation for the Blind, Center on Vision Loss	City of Dallas, Trinity Watershed Management	Educational First Steps	Los Barrios Unidos Community Clinic	Texas Central Partners
Anita N. Martinez Ballet Folklorico	CitySquare	El Centro College	Mayor's Education Initiatives	Texas Discovery Gardens
Archer Western Herzog	Civitas Capital Group	Essilor of America	McCarthy Building Co.	Texas Instruments
Armanino, LLP	CNM Connect	EY	McKinney Avenue Transit Authority	Texas Rangers Baseball Foundation
At Home Stores LLC	Color Me Empowered	Federal Reserve Bank of Dallas	McKool Smith	Texas Scottish Rite Hospital for Children
AT&T	Communities Foundation of Texas	FedEx Office	MEDCO Construction L.L.C.	Texas Trees Foundation
AT&T Performing Arts Center	Community Partners of Dallas	Freeman	Methodist Dallas Medical Center	The Beck Group
Atmos Energy	Contran Corporation	Friends of Wednesday's Child Frontera	MetroPCS	The Concilio
Austin Industries	Corinth Properties	Frost Bank	Mi Escuelita Preschool	The Cooper Institute
Avance - Dallas	CP&Y	Gaedeke	Michael Baker International	The Dallas Foundation
Axxess	Creative Arts Center of Dallas	Gardere & Wynne	Mosaic Family Services	The First Tee of Greater Dallas
AZAR Foundation, Inc.	Credit RP, LLC	Genesis Women's Shelter & Support	Mountain View College	The Law Offices of Erika N. Salter, P.C.
Balfour Beatty	Crossroads Community Services	Girl Scouts of Northeast Texas	MUFUG Capital Analytics	The Learning Paradigm
Bank of America	Crow Collection of Asian Art	Girls Inc. of Metropolitan Dallas	Munsch	The Network for Teaching Entrepreneurship (NFTE)
Baylor Jack and Jane Hamilton Heart & Vascular Hospital	Crow Holdings	Goodwill Industries of Dallas, Inc.	Neiman Marcus	The Reeds PRC
Baylor Scott & White Health	Cyber Group Inc.	Grant Thornton	New Beginning Center/Hope's Door	The Salvation Army DFWMC
Baylor Scott & White Health and Wellness Center	Dallas Arboretum and Botanical Garden	Greater Dallas Hispanic Chamber of Commerce	North Dallas Shared Ministries	The Senior Source
Behind Every Door	Dallas Area Habitat for Humanity	GROW North Texas	North Texas Business Council for the Arts	The University of Texas at Dallas
Big City Crushed Concrete LLC	Dallas Black Chamber of Commerce	Halff Associates	North Texas Food Bank	The Westin Galleria
Big Thought	Dallas Black Dance Theatre	Haynes and Boone, LLP	Oak Cliff Chamber of Commerce	Transformance, Inc.
Bishop Arts Theatre Center	Dallas Business Journal	HDR, Inc.	Omni Dallas Hotel	Trinity River Audubon Center
Boys & Girls Clubs of Greater Dallas	Dallas Center for Architecture	Head Start of Greater Dallas, Inc.	Omni Dallas Park West Hotel	Trinity River Mission, Inc. (TRM)
Brighter Bites	Dallas Children's Theater	Healing Hands Ministries	On the Road Lending	TurningPoint Foundation
Brinker International	Dallas Farmer's Market Friends	Highland Capital Management	Oncor	UNCF
Brookhaven College	Dallas Holocaust Museum/Center for Education and Tolerance	Hilltop Securities	Parkland Health & Hospital System	Undermain Theatre
Bryan's House	Dallas ISD	Hilton Anatole Hotel	Partnership With Native Americans	United Surgical Partners International
Burns & McDonnell Engineering Company, Inc.	Dallas Museum of Art	Hilton Dallas Lincoln Centre	Paul Quinn College	UNT Dallas
Catholic Charities of Dallas	Dallas Park and Recreation Department	Hilton Dallas Park Cities	Perot Museum of Nature and Science	UNT Dallas College of Law
Cedar Valley College	Dallas Police Association	HKS, Inc.	PFM Financial Advisors LLC	UNT System
Celanese	Dallas Public Library	HNTB Corporation	Pinnacle Group	Uplift Education
Central Market	Dallas Regional Chamber	Hotel Association of North Texas	Project Management Services	USI Southwest
Children's Health	Dallas Theater Center	Houlihan Lokey	Project Transformation North Dallas	UT Southwestern Medical Center
Cigna	Dallas Urban Debate Alliance	Hunt Consolidated, Inc.	Promise House, Inc	VisitDallas
Circle of Support, Inc.	Dallas Zoo	Hyatt Regency Dallas	Promising Youth Alliance	VNA Meals on Wheels
City of Dallas, City Controller's Office	DallasHR	IIAD	Questpro	VolunteerNow
City of Dallas, City Manager's Office		International Rescue Committee	Reading Partners	Wells Fargo
City of Dallas, Communication and Information Services		ISN	Renaissance Dallas	Wesley-Rankin Community Center
City of Dallas, Dallas Fire-Rescue		Jacobs Engineering Group	Rosewood Mansion on Turtle Creek	Westin Dallas Downtown Hotel
City of Dallas, Dallas Police Dept.		JDRF	Safe Hands Family and Children Inc.	WINGS
City of Dallas, Department of Aviation		Jones Day	SCHMIDT & STACY Consulting Engineers, Inc.	Winstead PC
		JPMorgan Chase	Shakespeare Dallas	
		Jubilee Park & Community Center	Sheraton Dallas	
		Junior Achievement of Dallas		
		Junior Players		
		Kimberly-Clark Corporation		

# MAYOR'S INTERN FELLOWS PROGRAM

Founding Sponsor



Presenting Sponsor



Lead Intern Sponsor



Job Fair Sponsor



Intern Fellows Training Sponsor



Community Service Sponsor



Transportation Sponsor



Program Design & Implementation



Program Sponsors



Lisa K. Simmons