



Charitable Internship Program Supervisor's Agreement

Charitable Supervisor

Supervisor's Name:

Organization:

Title:

E-mail Address:

Address Line 1:

Address Line 2:

City:

State/Province: Postal Code:

Country/Region

Charitable Associate's Name:

The Supervisors Consent:

"I agree to:

- Serve as a supervisor for the Charitable Associate.
- Monitor the Associate's charitable activities and provide any appropriate guidance needed.
- Consult with him/her regularly.
- Fill out and sign quarterly Charitable Associate Program evaluation forms four times a year and make sure they are sent to Joy to the World Foundation when due.
- Read the Associate's quarterly report forms, verify them and sign them.
- Notify the Associate of any month that I will be unable to function as his/her supervisor, whether it be temporarily or permanently.

Signature

Supervisor

Date

Please fax this agreement to the Joy to the World Foundation office at 719-266-4604.

Keep this copy for your own reference. Thank you for your willingness to serve in this capacity.



Charitable Internship Program Supervisor's Instructions

Thank you for your willingness to serve in this capacity. Because Joy to the World Foundation uses independent, self-employed Charitable Associate Contractors to perform functions of its mission, it relies on volunteers to supervise and report their Charitable Program's on behalf of Joy to the World Foundation, to help verify that they meet Joy to the World Foundation's qualifications for compensations payments. Typically, the supervisor will be the associate's immediate superior in that charitable organization.

Joy to the World Foundation is responsible for approving its Charitable Associates, their charitable activities and their eligibility to receive compensation for their charitable performance.

Charitable Interns are responsible to:

1. Develop or obtain a charitable activity within or under a non-profit organization.
2. Identify and obtain the consent of a supervisor to serve on behalf of the Foundation.
3. Submit a charitable activities description to the Foundation.
4. Submit quarterly organization reports to the Foundation.
5. Report to the Foundation any changes in activities or hours of that organization whenever they occur.
6. Perform those charitable activities in order to receive compensation for it.

The only exception to #6 is that Associate is allowed two months off each year with pay: one month for vacation and one month for support development and maintenance.

Charitable Supervisors are to be responsible for the following:

1. Charitable Oversight. A Supervisor will monitor the associate's charitable activities and provide any appropriate guidance needed.
2. Regular Consultation. A Supervisor will consult regularly with the Charitable Associate.
3. Quarterly Reporting. A Supervisor will complete, sign and send quarterly evaluation reports on the Charitable Associate to the Foundation and will read the Charitable Associate's quarterly report, sign and verify them. **Please keep in mind that the Foundation will not issue a paycheck to the Charitable Intern for any month that the reports are not received by the due date.**
4. Termination: Please notify the Charitable Associate ahead of time if you will be unable to continue in this capacity either temporarily or permanently.

