



Summer Intern Application Form

Candidates who are registered for a session of summer camp will be given priority in the selection process. All Interns will be asked to attend one or two training evenings during the week of (May 18-22, 2020), and daily training during the week of (May 26 – May 29, 2020) and commit to work two weeks of camp to be eligible for hire. Positions are available to students who are 16 years of age or older and have completed at least one summer session of Eagles 1 camp during a previous summer. Interns will be paid minimum wage for all hours of training and summer camp worked. If the intern attends a camp session, the camp fees will be deducted from their wages. A \$25 non-fundable application fee will be required at the time of camp registration.

Candidate Initials _____

Applicant Information

Full Name (First, Middle, Last) _____

Permanent Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ E-mail _____

Parents Name _____ Cell Phone _____ E-mail _____

Age _____ Date of Birth _____ / _____ / _____ T-Shirt size (Adult sizes) Small Medium Large XLarge XXLarge

Job Description

OU Sooner Flight Academy (SFA) summer interns provide valuable support to the SFA mission. Interns serve as classroom aids and as support personnel to all functions of summer camp. They help prepare and pack supplies, relay messages, and serve as role models for the campers. All interns are required to adhere to the Intern Responsibilities listed at the end of this application.

_____ I can perform the essential functions of the job for which I applied.

Initials

Work/Volunteer Experience

Please provide a full record of all employment, to include all paid and volunteer positions. Please also include any previous camp (any) staff positions. You may use a separate sheet if necessary.

Employer/Supervisor Nature of work performed _____

Address Telephone _____

Employer/Supervisor Nature of work performed _____

Address Telephone _____

Employer/Supervisor Nature of work performed _____

Address Telephone _____

Professional References

Name Title (Relationship to Intern) _____

Address Telephone _____

Name Title (Relationship to Intern) _____

Address Telephone _____

Name Title (Relationship to Intern) _____

Address Telephone _____

Camp Experience

I have attended SFA as a camper for _____ years.
I have worked as an intern for SFA for _____ years.

Availability

Please list any time between May 26th and July 31st, 2020 that you will be unavailable to work.

Education

Educational Institution attended _____ Grade level completed _____

Skills

Please list any special skills or interests that qualify you for an intern position.

Self-Contribution

What contributions can you offer to make Flight Camp a success? Feel free to add an additional page if necessary

How does a well-run summer camp experience affect campers?

Harassment

The OU Sooner Flight Academy policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment.

Initials _____

Emergency Contact

Name Relationship to Intern _____

Telephone Cell Phone _____

I understand that, if employed, I will be an at-will employee. I also understand that untrue, misleading, or omitted information herein or in other documents completed by me may result in dismissal, regardless of the time of discovery by OU Sooner Flight Academy.

**After signing, mail to: OU Sooner Flight Academy 1928 Goddard Ave. Norman, OK 73069
ATTN: Dawn Machalinski-Intern App.**

Signature _____ Date _____

Intern Responsibilities – Please retain this sheet for your information.

- 1 Feedback** Interns will be asked to provide feedback and evaluations periodically throughout the program.
- 2 Training** Interns must attend all orientation and training sessions as scheduled to ensure awareness of SFA policies and procedures.
- 3 Punctuality** Be prompt and responsible in reporting for duties and provide SFA with an accurate record of hours served. Timesheets will be provided each week. Interns must remain at their assigned position unless permission is obtained from the classroom teacher or the Intern Coordinator/Camp Director. Inform the Intern Coordinator/Camp Director if you will be absent or late or if during your shift you become ill or injured.
- 4 Dress code** All interns must always look neat and observe basic hygiene. Clothing must be clean, free of wrinkles, stains, tears or loose seams, and must be properly hemmed. It is imperative that interns and all staff be well groomed and free of heavy perfumes or body odors. No facial jewelry is permitted. Interns must always wear their provided SFA T-shirt and name badge. With their camp T-shirts, interns may wear long slacks, pants or jeans, Capri pants, or shorts that are within 2 inches of the knee. *Short shorts are not allowed.* Hair styles must be neat and keeping with a professional presentation. For safety reasons, hair must not obstruct the line of vision. Clothing items that are prohibited are: tight fitting, revealing, see-through or translucent clothing, spandex, wallet chains, frayed, cut-off or ripped clothing, clothing with holes. Jeans/slacks/shorts may not be skin tight, and the mid-drift must be covered. Remember that you represent the Sooner Flight Academy and the University of Oklahoma, and therefore extremes in grooming or dress may preclude an intern from working. If you have questions, feel free to ask before you wear it. You will be sent home for wearing inappropriate attire. Interns will not be paid if sent home for any reason.
- 5 Personal Property** If possible, refrain from bringing personal belongings (purses, backpacks, books, cameras, etc.) to the Sooner Flight Academy. Certain items are forbidden, including but not limited to: electronic games, portable computers, and any object or device that could be used as a weapon. The Sooner Flight Academy will not be responsible for personal property that is lost or stolen and no secure storage space for personal property is available. Cell phones may be used in emergency situations but should not be used while working with campers except as requested by director.
- 6 Lunch and snacks** Interns will bring their lunch, snacks and a drink each day and eat with campers. Water will be provided and certain special snacks such as snow cones and popcorn. Interns will not be allowed to leave the SFA campus to purchase lunch or snacks at any time during the day.
- 7 Drug and Weapon Policy** All drugs, including alcohol, tobacco, and controlled dangerous, substances in all forms, are forbidden. All weapons, including offensive and defensive weaponry and pocket knives are forbidden. These offenses are grounds for immediate termination.
- 8 Working Relationships** Remember that the OU Sooner Flight Academy is a public-oriented, family-friendly organization. Courtesy always is essential for good relations with the community. Thus, there is no place for profanity, obscenity, or lewd gestures. Sooner Flight Academy activities require teamwork, so staff must be considerate of each other. During your internship you will undoubtedly form long-lasting friendships with other interns; however, Sooner Flight Academy strictly forbids any displays of affection on the premises whether public or private, prior to, during, or after program hours. Behaviors among interns that distract campers from camp activities are grounds for dismissal.
- 9 Appropriate Workplace Behavior** All behavior must be respectful of staff, our participants and their families. While working with fellow interns and staff members, all comments, gestures, and physical contact toward each other shall be of a professional nature. Inappropriate affection, harassment, horseplay, and physical/verbal conflict are examples of behavior that will not be tolerated. If at any point you feel uncomfortable with the behavior of any staff member or intern, report it immediately to the Camp Director. Sooner Flight Academy maintains a safe and comfortable working environment and will not tolerate any conduct that infringes on any employee or volunteer's rights to a safe and healthy workplace.
- 10 Conflicts** Promptly report any problems with other people (participants, visitors, interns, staff, etc.) to the Camp Director.
- 11 Selection** Interns will be required to interview for all paid positions. Candidates will be contacted by the Sooner Flight Academy staff to set up interview times.