



**American
Red Cross**

Lee County Chapter
206 26th Street, Opelika, AL 36801
334-749-9981 (phone) 334-749-8299 (fax)
www.leeredcross.org
jryan@leeredcross.org

COMMUNICATION/JOURNALISM INTERNSHIP THROUGH AUBURN UNIVERSITY

Ric Smith, Advisor/Instructor/Internship Director
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COMM 4920 INTERNSHIP (3-6). INT. 3, SU. Pr., Senior standing, admission to internship program. Opportunity to apply classroom experience in a job setting. Course may be repeated for a maximum of 6 credit hours. Students can be studying Communications, Mass Communications, Public Relations, Journalism or a related field.

Title: Communication Intern

Site Information: The American Red Cross, a United Way Agency, has been helping people prevent, prepare for, and respond to emergencies for more than 125 years. Locally, the Lee County Chapter of the Red Cross, which provides community services to Auburn, Opelika, and neighboring towns in Lee County, has been making our community a safer place in which to live since 1917.

Location: Lee County Chapter House
206 26th Street
Opelika, AL 36801

Mission Statement: The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies.

Summary: Lee County Red Cross is seeking a communication/journalism intern to coordinate and assist with communication and public relations task by providing services consistent with American Red Cross guidelines.

We take this partnership with your school seriously and believe it provides students with valuable skills, knowledge and experience and in return helps the Red Cross provide vital community programs. Our internship slots are limited and usually fill up one to two months prior to the semester. If you are interested, please get your application in early. Also, please be certain you are ready to accept this internship. Occasionally we have interns cancel the internship last minute which leads to us turning away other potential interns and an open position for the semester.

Internship Application with Lee County Red Cross

Responsibilities/Projects:

- Completing customer and community surveys
- Entering statistical data and class data on ATLAS program
- Working and coordinating blood drives
- Working with and supporting disaster volunteers and other committees
- Attending various community, Red Cross and United Way meetings and events
- Writing and recording radio PSA's
- Producing our annual report
- Assisting with fundraisers (Heroes program in March; Art Auction in June etc...)
- Producing bi-monthly newsletter
- Assisting with volunteer appreciation event (April)
- Red Cross Month publicity (end of February and all of March)
- Maintain and update website
- Updating media clippings book
- Make appearances on local radio shows and at live remotes
- Newspaper articles and publicity
- Writing press releases and news stories and distributing them to the media
- Office work, such as greeting clients, answering phones, data processing, organizing files etc...
- Producing brochures, flyers and promotional materials
- Working on Corporate Sponsorship program
- Speaking to community groups
- Other projects as assigned

You must include the following with your application:

- Recommendations. Two letters from professors, mentors, clergy or employers.
- An unofficial transcript. This can be obtained from OASIS or the Registrar's office.

Communication/Journalism Intern reports on site directly to Jennifer Ryan, Executive Director

APPLICATION FORM - DUE AT LEAST ONE MONTH PRIOR TO SEMESTER

Name: _____

Address _____ City, State, Zip _____

Telephone: _____ Cellular _____ Email: _____

Experience: (Include both paid and volunteer work experience, beginning with most recent)

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|--------------------------|----------------|--------------|
| Organization Name | Address | Phone |
|--------------------------|----------------|--------------|

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|---------------------|--------------------------------|--|
| From _____ To _____ | Supervisor's Name/Title | |
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| Organization Name | Address | Phone |
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| From _____ To _____ | Supervisor's Name/Title | |
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| Organization Name | Address | Phone |
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| From _____ To _____ | Supervisor's Name/Title | |
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Education and Training (begin with most recent)

| | | | |
|-------------------------|-------------------|---------------------|----------------------|
| Institution Name | City/State | Degree/Major | Date Attended |
|-------------------------|-------------------|---------------------|----------------------|

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Fluent Language Skills (include sign language)

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Emergency Contact Information:

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|-------------|---------------------|----------------|--------------|
| Name | Relationship | Address | Phone |
|-------------|---------------------|----------------|--------------|

Previous Red Cross Experience:

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|--|-----|----|
| Have you ever worked as a Red Cross volunteer? | Yes | No |
|--|-----|----|

| | | |
|---|-----|----|
| Have you ever held any Red Cross certification (e.g., Health & Safety instructor, DSHR member)? <i>If yes, please list.</i> | Yes | No |
|---|-----|----|

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| Are you licensed to operate a motor vehicle in this state? | Yes | No |
|--|-----|----|

| | | |
|---|-----|----|
| Has your license to operate a motor vehicle ever been revoked? <i>If yes, please explain.</i> | Yes | No |
|---|-----|----|

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| Have you ever been bonded? | Yes | No |
|----------------------------|-----|----|

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| Has your bonding ever been revoked? <i>If yes, please explain.</i> | Yes | No |
|--|-----|----|

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| Have you ever been convicted of a felony or misdemeanor within the past 24 months that resulted in imprisonment? <i>If yes, please explain.</i> | Yes | No |
|---|-----|----|

I do hereby give the American Red Cross permission to inquire into my educational background, references, driving record, police records, employment and social security verification, and/or volunteer history. I further give permission to the holder of any such records to release the same to the American Red Cross.

I do hereby hold the American Red Cross harmless from any liability, whether civil or criminal, that may arise as a result of the release of this information about me. I further hold harmless any individual, agency, business, or corporation that provides information or documents to the above-named American Red Cross unit. I understand that the American Red Cross will use this information as part of its verification of my volunteer application and periodically for evaluation purposes.

Name—Please Print

Signature

Date

AMERICAN RED CROSS CODE OF CONDUCT

Introduction

The American Red Cross is a charitable not-for-profit organization dedicated to providing service to those in need. The American Red Cross has traditionally demanded and received the highest ethical performance from its volunteers and paid staff. In an effort to maintain the high standard of conduct expected and deserved by the American public and to enable the organization to continue to offer services required by those in need, the American Red Cross operates under the following Code of Conduct, applicable to all paid and volunteer staff.

Code of Conduct

No paid or volunteer staff member shall:

- Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the American Red Cross.
- Accept or seek, on behalf of himself or any other person, any financial advantage or gain of other than nominal value which may be offered as a result of the volunteer's or paid staff's affiliation with the American Red Cross.
- Publicly utilize any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of the American Red Cross.
- Disclose any confidential American Red Cross information that is available solely as a result of the volunteer's or paid staff member's affiliation with the American Red Cross to any person not authorized to receive such information, or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross.
- Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
- Operate or act in any manner that is contrary to the best interests of the American Red Cross.

In the event that the volunteer's or paid staff's obligation to operate in the best interests of the American Red Cross conflicts with the interests of any organization in which the individual has a financial interest or affiliation, the individual shall disclose such conflict to the American Red Cross upon becoming aware of it, shall absent himself or herself from the room during deliberations on the matter, and shall refrain from participating in any decisions or voting in connection with the matter.

**AMERICAN RED CROSS
CODE OF CONDUCT**

CERTIFICATION

I, certify that I have read and understand the Code of Conduct of the American Red Cross and agree to comply with it. I affirm that, except as listed below, I have no financial interest or affiliation with any organization that may have interests that conflict with, or appear to conflict with the best interests of the American Red Cross. Should such conflicts or apparent conflicts of interest arise in connection with the affiliations listed below, I agree to refrain from participating in any deliberations, decisions or voting related to the matter.

I also agree, during the term of my affiliation with the American Red Cross, to report promptly to the chairman of my unit, or his/her designee, any future situation that involves, or might appear to involve, me in any conflict with the best interests of the American Red Cross.

Signature

Date

Social Security Number (optional)

Witness

Date