

The Student Conservation Association

Conservation Internship Program

Partner Handbook



As an important partner with SCA, you are critical to the success of our conservation-in-action mission. We are grateful that you've chosen to work with SCA and will do everything we can to support you and your intern. This manual offers advice and information which will help you make selections, understand communication between you, SCA and selected interns, and generally promote a successful internship. Whether you are new to SCA and supervising an intern for the first time, or you've been with us for years, we encourage you to familiarize yourself with all forms, schedules and policies. Please refer to this information before and after your intern arrives. As always, we are here to help you with any issues or concerns that may arise while you supervise the intern.

We encourage you to read these pages carefully. It includes almost all of the information you'll need in order to:



- Successfully supervise your intern(s)
- Deal with questions of travel, subsistence allowance, insurance and logistics
- Get support from SCA staff when necessary
- Report to SCA anything affecting the health and well-being of your intern(s)

Intern Selection Process

Reviewing Applications

The Admissions team at SCA recruits and provides qualified applicants for you to review and ultimately hire. Each Admissions Placement Associate is assigned to assist specific partners based on the state in which a site is located. You can contact your Placement Associate at 603-543-1700 x 498 if at any time should you wish to consider additional applications or if you have any questions. Below is a list of states and the Placement Associate who is responsible for each.

Site Location	Placement Coordinator
ME, NH, VT, MA, CT, RI, NJ, NY, PA, DE, WV, OH, MI, IN, WI, MN	Abe Gates x 216
VA, NC, SC, GA, FL, AL, TN, KY, LA, AR, OK, KS, TX, DC, MD, MO, MS	Gary Rowe, x163
NM, AZ, UT, CA, HI	Crystal Schwanda, x218
WA, OR, ID, WY, NV, AK, NE, SD, ND, MT, CO	Emily Nguyen, 206.324.4649

There are currently six application deadlines based on your position's start date. Your Placement Associate will begin releasing applications for your review according to the schedule below. If for any reason you need to review applications sooner, please contact your Placement Associate.

MAX: SCA's Online Information Management System

MAX is a web-based information management system. MAX is utilized by agencies, candidates and SCA staff to enter, track and report on data. This comprehensive service offers:

- 24-hour access
- Timely communications
- User-friendly interface
- Direct access to your current intern request form(s)
- Ability to perform online review of intern applications

Your Placement Associate will release pre-screened applications to your MAX position account, generally at the ratio of three or four applications for each available and funded position. We strongly recommend that you complete your selection within a week from the time you receive applications. Applications are often sent to more than one site for review, so it will increase the likelihood that you will get your first choice of candidate if you phone applicants right away to start the interview process.

Interviewing an Applicant

We advise applicants to view this call as an employment interview. During this conversation, be sure to cover the following points:

Clarify the details of the proposed work assignment including specific job duties. Be sure to mention any changes in the job description that may have occurred since its publication.

- Discuss the dates of the project and your degree of flexibility with them.
- Advise candidate of living and working conditions. Please see Intern Arrival
- Discuss uniform and special clothing requirements.
- Please be flexible in scheduling the arrival and departure dates of interns to allow them time to complete SCA administrative procedures and to use bus transportation if necessary (with the exception of AK, HI, Puerto Rico and the U.S. Virgin Islands).
- When a candidate accepts a position, obtain verbal confirmation of his/her acceptance, and be sure you both agree upon the dates and whether a uniform or personal transportation is required. SCA will obtain written confirmation of acceptance, a Medical Form with emergency numbers (forwarded to you), a Release Form and Travel Grant Request from the selected intern.

Please do not offer a position to an applicant who has already agreed to serve at a different site.

Making a Selection

After you confirm that the applicant has accepted your position, contact your Regional Program Representative (located above)for Conservation Internships. Do not assume that the applicant has notified SCA. Please be prepared to provide the following information:

- Start and end dates of the position
- Whether a uniform grant is requested
- Whether a vehicle is required for the position
- Address to which the intern's subsistence allowance check may be sent
- Immediate supervisor's name and telephone number

Keep a copy of the selected applications for your records. We also suggest you keep the applications of alternates in case you need to contact them later. Applications of other candidates may be recycled or discarded. Occasionally, an applicant accepts a position and later declines the offer. If a selected intern declines after accepting your position, please call our office immediately. We will assist you in finding a replacement. Do not assume that the applicant has notified SCA.

The SCA reserves the right to cancel positions if selections are not made promptly, or if we are not promptly notified when a selection has been made.

When you have notified us of your selection, we will contact the intern with directions about how to complete their selection paperwork. This paperwork includes:

- Confirmation of Selection Acceptance
- Emergency Contact and Insurance Information Form
- Chase E-fund Application and Photo ID
- Travel Grant Request Form
- Information regarding AmeriCorps education awards from the Corporation for National Service

The intern will also be directed to our Intern Manual, containing information about our Travel Grant policy and procedures, accident insurance, general information about SCA, advisories on workplace discrimination and sexual harassment, safety and how to get the most from their internship.

Please review the travel grant policy in case you need to advise your intern about the best way to get to your area. Before we can authorize an individual to travel to your site or send any funds, the intern is required to complete and return all of the selection paperwork.

Prompt selection of an applicant and notification to SCA will allow time for selected interns to complete these administrative requirements and help assure a smooth start in their position.

A copy of the Confirmation of Acceptance from each of your interns will be attached to the Interns profile in MAX, along with the Emergency Contact Information and Participant Agreement. Please print and file the Confirmation of Acceptance along with the Emergency Contact Procedures Procedure memo page where they will be readily accessible for you.

In the rare event that an intern's behavior requires disciplinary action or dismissal, you must contact SCA prior to taking action.

You will be asked to complete an electronic evaluation at the close of the position. It may be helpful to keep these questions in mind as you proceed with your position.

Thank you for your cooperation. If you have any questions at all, please contact us at (603) 543-1700 x 498. Friendly and competent staff are ready to assist you!

Agreement Processing

July, 28 2009

Dear Partner,

Thank you for using SCA to fulfill your resource needs. We are very excited to recruit and place interns at your site. In order to comply with the Federal Agreements governing our partnership, you must ensure that the requisite funds have been obligated before an intern is placed. An Agreement is required be in place before the intern may start at your site.

We request that you please include the four digit MAX position ID # that is assigned to your positions in all Agreement processing paperwork. The Max ID allows us to clearly identify what position(s) the Agreement is funding and without the number, it can be very difficult for us to match the intern(s) with the appropriate agreement(s).

If you are using a previous year agreement to fund a current year position, please contact the Agreements team to be sure the intern is being billed to the correct agreement. Without this information, we will not know to use the previous year agreement.



By Agency, the following are the required funding instruments:

Agency and Master Agreement #	Funding Document Required
National Park Service- H2495090023 – (Cooperative Agreement for all other regions) <i>Please note that procedures vary by Region;</i> Contact regional Contracting Officer for instructions. All positions require a Purchase Request be sent to a Contracting Officer. This procedure applies to all programming, including PLC funded activity.	Task Agreements / Modifications
U.S. Forest Service 09-PA-11132424-105	Supplemental Project Agreement (SPA)
Bureau of Land Management	Assistance Award / Amendment
U.S. Fish and Wildlife Service 982107J008	Purchase Order / Modification
U.S. Geological Survey 08ERAG0006 (East) 08WRAG0009 (Western)	Award
Army, Army Corps, Marines	Task Order prefaced

W81XWH-07-2-0088	by MIPR Or Air Force
U.S. Navy N442550820001	Letter Agreements (Modifications)
State, Local, Private or Non-Profit	Cooperative Agreement

Many partners are obligating “no year funds” at the end of the fiscal year for use in the upcoming fiscal years. A quick call to the Billing and Agreements team will confirm that the funding is in place. Please call or email us to let us know when a position has been requested against a previous year’s obligating document so we can be sure the position(s) is billed to the correct agreement.

For any Agreement related questions please contact the Agreements Coordinator, Sarah Miller at 603-543-1700 ext. 403 smiller@thesca.org or the Financial Assistant Susan Laware at 603-543-1700 ext. 134 slaware@thesca.org Fax: 603-543-1828 or 603-504-3349.

For billing or invoicing questions please contact the Billing Manager, Catherine Gorman at 603-543-1700 ext. 369 cgorman@thesca.org or the Billing Coordinator, Lorraine Chapman at 603-543-1700 ext. 131 lchapman@thesca.org.

Changes to an Intern's Dates of Service

If your intern leaves early for any reason, or has his or her internship extended, or if you change the dates of the internship, please let us know immediately. It's important for us to have this information as soon as possible so that we can adjust the intern's subsistence allowance and paperwork, and so that your site will be charged fairly for the intern's work.

Please accept warm regards from everyone in SCA's Conservation Intern Department. We're here to answer questions and to help you in any way we can.

Replacements, Early Departures & Declines

In the event a participant does not arrive at the agreed time, declines a position after initially accepting it or leaves his/her position early, notify the SCA office immediately. Do not assume that the intern has notified SCA.

Should you decide to temporarily hire an intern for the purpose of fire fighting or other duties, you must inform our office of the dates of employment. For insurance and other purposes, it is imperative that our office knows the status of each intern. We depend upon you to keep us informed of any changes. Please contact your Program Representative with any changes affecting the internship.

If you wish, we will attempt to replace the original intern if he or she leaves for any reason (even when the intern is hired as permanent staff at your site) before the position is completed. However, it is usually difficult to locate candidates and arrange a selection mid-season. It may not be possible to fill a vacated position.

An intern who leaves voluntarily or is hired for employment at your site may forfeit any AmeriCorps Education Award for which they were approved. They may also be required to refund any return trip travel monies they received, along with subsistence funds received for weeks not worked.

Interns leaving due to illness, emergency or dismissal by the agency are still entitled to their travel grant. Coordinators and interns are asked to contact SCA prior to any early departure to determine eligibility for a pro-rated education award and other benefits.

If you select a second intern to replace an individual who left during the first two weeks of a position, your site will not be billed for costs associated with the placement of the first intern. (This does not apply when you hire an intern for employment at your site.) If you do not replace the original intern, your site will be billed for its share of the actual funds given to the intern (travel, etc.) that were not returned to SCA.

Criminal and Federal Background Checks

Criminal Background Checks

All selected interns are subject to a criminal background check. The background check is part of the selection process and must be completed before the intern begins their service. The background check process may take up to 2 or more weeks, please plan accordingly as it can impact when your intern starts their position. The process and forms used for the background checks are in accordance with the Fair Credit Reporting Act. All information pertaining to the process will be kept confidential. It is often best during the interview process to make the applicant aware of this requirement. Past history of crimes against youth or other vulnerable populations, violent crimes, or crimes of moral turpitude may disqualify the applicant for an internship. All information will be kept confidential and shared with SCA program supervisory staff in the event of an unfavorable record. An email will be sent to the intern directly from customer service at HRPlus once SCA is notified of their selection.

Please note: this background check is separate from and may not qualify for background checks or security clearance as required by your Agency.

Federal Background Checks (HSPD-12)

Federal agencies have been directed by the Department of Homeland Security to conduct background investigations for employees. Any employee, VIP or SCA intern serving more than 180 days, or serving less than 180 days but having access to a government computer must have a favorable background investigation completed prior to their Entry on Duty. This background investigation includes taking a fingerprint for the FBI. The background investigation process is a federally-initiated process and SCA cannot perform a background check in lieu of the federal investigation.

If your intern meets the criteria above, please be sure to allow time for the background investigation process to be completed; otherwise, the intern may not be able to start their position as scheduled.

Intern Arrival

Intern Arrival at your site

Once you have spoken with the intern and confirmed their selection, please send him or her written confirmation of what you've discussed. Including the following information will help the intern be prepared for working and living at your site.

Specific and complete description of job duties. Be sure to note any changes from the original position description.

Description of housing. This should include location (proximity to your site), facilities, and whether cooking appliances and household items are included. *Please see Intern Housing Policy section.*

Personal equipment and clothing needed both on- and off-duty.

Proximity of stores and laundry facilities. Should the intern bring a small supply of food to get started until he or she can get to a store? What items are best brought from home due to high prices in the area? What is the distance to stores and how often will the intern be able to shop?



Recommended means of transportation to the area. Is there public transportation to your area? If there is, discuss any unusual arrival and departure times. In Alaska, Hawaii, Puerto Rico and the Virgin Islands, what is the most convenient airport?

The name of the person who will meet the intern upon arrival. If no one will be meeting him or her, where and to whom should the intern report?

The type of transportation available to the intern. Would a bicycle be helpful?

Exact date the Intern is expected at your site and the anticipated departure date.

General information about your area, especially the location where the intern will be working. Be sure to include items pertaining to climate and terrain if this will affect clothing or equipment needs. Indicate details of any dress or appearance standards.

Will the participant be able to cash personal checks at your site? If traveler's checks or cash are necessary, let the intern know. SCA gives each intern a Chase JP Morgan e-funds card and "loads" the card biweekly with the intern's subsistence allowance. The cards may be used at ATMs and most stores. See the section on Finances and Debit Cards.

Please maintain regular communication with the intern, and respond to intern inquiries regarding academic needs or interests. Be aware of the intern's concerns and expectations as well as your own.

Intern Uniform Package

Based on feedback from partners and members, SCA is now offering a wider variety of uniform items to its Conservation Interns. These items include:

- 2 cotton polo shirts (blue)
- 1 long-sleeve t-shirt (blue)
- 2 short-sleeve t-shirt (1 blue, 1 white)
- 1 baseball cap (tan)
- 1 SCA shirt patch
- 1 nametag
- 1 water bottle

The uniform package will be mailed to your intern at the service site, 1 - 2 weeks before the start of their internship. Please alert your mailroom to expect this mailing from SCA.

The uniform charge will be reflected as a \$75 line item on your invoice. This package replaces the \$75 uniform grant previously offered to interns for uniform expenses. Please advise your intern of any other necessary clothing or gear.

Supervising an Intern

We expect SCA interns to perform their duties to the same standard as regular seasonal personnel. You may require SCA interns to work on weekends and holidays, but you should arrange compensatory time off. Interns are expected to work the equivalent of a 40-hour week.

We encourage you to offer the same variety of tasks, responsibilities and learning opportunities available to other personnel. Similarly, interns should receive periodic supervision, guidance and evaluation from their supervisors. We expect the SCA experience to be an educational one that leads to a better understanding of how your agency manages land/resources and serves the public, as well as one that provides the intern with new skills.

SCA Interns are expected to work schedules similar to those of seasonal employees. Interns may engage in any activity that an employee may carry out except:

- SCA interns **may not** carry out direct law enforcement functions.
- SCA interns **may not** engage in fire fighting activities unless they are hired to do so. They may be given fire training as interns.

SCA interns may assist in other types of activities such as search and rescue, operating four-wheel drive vehicles, use of machinery and tools, etc. provided they have received the training normally given to regular seasonal personnel. Interns should also be issued protective clothing and gear for any activity that requires the use of such items for paid employees.

SCA interns who will interact with the public should be given information about your site and the surrounding area. If it is not possible to include them in your regular seasonal training, please schedule them for tours, field days or other means of acquiring this information.

We request each intern report to us by telephone, e-mail or post card during the third or fourth week of their position.

If you wish to extend the working dates of an intern beyond what has been arranged, call the SCA office in advance. SCA must approve any date changes you may be considering.

Time with your Superintendent or Director

SCA asks that you try to provide each intern with the opportunity to have a personal conversation with the Superintendent or Director of your site. Ideally, this will help the intern gain perspective on the “big picture” at your site. Most interns aspire to careers in conservation, and an interview with a Superintendent or Director can be an inspiration and help motivate interns to pursue a career like yours.

SCA Service Logs

SCA Service Logs is the way SCA keeps in touch with members and the service they get done every day. With SCA Service Logs, members complete daily entries that tell us how many hours they serve, what work they accomplished, trainings they received, and much more. With SCA Service Logs members have a running tally of all their service achievements—a handy list they can use to update their SCA application, improve their resume, or get credit for their service.

- Members access SCA Service Logs on the SCA website through their [MySCA account](#).
- Step-by-step instructions are available in the [SCA Service Logs Quick Start Guide](#) and [Service Logs Member FAQs](#) are available.
- Members should start submitting daily logs beginning with their first day of service.
- All SCA members are expected to complete their service logs on a weekly basis, unless backcountry service limits computer access.
- Please note: SCA Service Logs are for members with start dates of March 1, 2010 or later.

AmeriCorps members use SCA Service Logs for tracking AmeriCorps Education Award service hours. AmeriCorps members should complete online service logs and have a printout of service logs approved by their supervisor at the end of each month. Specific details for AmeriCorps members are available on the [Selected site](#).

Members should read the step-by-step instructions in the [SCA Service Logs Quick Start Guide](#) and detailed [Service Logs Member FAQ](#). Please contact your Conservation Internship representative with questions.

Internship Evaluations

The Conservation Internship program has developed an evaluation process that is essential to improving our processes and procedures. It includes three components: evaluation of the intern, evaluation of SCA, and evaluation of the intern experience.

The evaluation of the intern and evaluation of SCA are completed by a site supervisor or coordinator as appropriate. The evaluation of the intern experience is completed by the intern.

Evaluation of the Intern – End-of-term and mid-term (if applicable)

Site supervisor/coordinators are asked to complete an end-of-term evaluation for all interns. Supervisors of interns enrolled in positions for a half-year or more will also be asked to complete a mid-term evaluation of the intern.

The evaluations are in electronic format via an online survey. They will be emailed to you at the end of an intern's term of service and at the midpoint of the term, if applicable.

End-of-term evaluations are required for all members enrolled in the SCA AmeriCorps Education Award Program. SCA AmeriCorps members enrolled in 900-hr or 1700-hr education awards are also required to have a completed mid-term evaluation in addition to the end-of-term evaluation. These evaluations are used by SCA to determine whether members are eligible to receive their AmeriCorps Education Awards and are required under the provisions of our grant.

At the request of partners, the intern evaluation now includes a goal-setting tool you may use to guide your evaluation conversations with interns.

Evaluation of SCA

SCA also asks site supervisors/coordinators to complete a separate survey to help us assess and improve our program. This evaluation of SCA will be in electronic format via an online survey. It will be emailed to partners at regular intervals throughout the year.

Evaluation of the Intern Experience

We also ask each intern to provide an evaluation of his/her experience at your site. Although we can summarize their contents, intern evaluations are confidential and may only be released with written consent.

Press Releases & Photographs

Each intern is required to write and submit two press releases to newspapers. One press release can go to the newspaper covering the area near your site, and the other should go to the intern's hometown newspaper. To make this simple, SCA provides all interns with instructions, a [press release template](#) and an example of a completed press release. If an intern requests it, we hope you will direct him or her to sources of information about your site.

Photographs of interns at work help us to raise awareness of SCA programs and recruit top-quality interns. We appreciate any assistance you can provide in this regard. Color photographs are ideal for displays, brochures, reports and newsletters. Photos should capture interns on the job; ideally their SCA patch will be visible. Please include a brief description of the activity or job being done and a note permitting SCA to use your photos in its publications or displays. Be sure to mark your name or other appropriate credit on each photograph or slide and specify whether or not it should be returned after copying. E-mailing photos to SCA is the simplest approach, if you have the capability.

Intern Presentations

Each intern is required to make two public presentations about their internship. The presentations can focus on the internship in its entirety or on one or more aspects of it, and should take place at the site or at the intern's home or school after the internship has been completed. Interns may need encouragement and/or some assistance in preparing their presentations. Our goal in requiring these presentations is to help build affinity between interns and SCA, and to help spread the word about the opportunities SCA offers young people who may be interested in conservation service at sites like yours.

Safety

SCA's number one priority is the safety and well-being of our members. While SCA maintains a remarkable safety record, we do not assume it can remain so without exceptional diligence and a high level of commitment from you as the intern's supervisor.

SCA is proud of our safety record and risk management program. Utilizing 49 years of experience, SCA has developed standards and guidelines that promote a strong safety culture. SCA continually evaluates safety through hazard assessments, incident and "near-miss" analysis and integrates the lessons learned into our protocols, procedures and training. In addition to being time and event-tested, SCA's risk management protocols and procedures are thoroughly reviewed (and revised, if necessary) annually by SCA's Risk Management Team.

Emergency Communication with SCA

We rely on you to communicate with us in the event of an emergency or disciplinary action or any other situation that impacts the physical or emotional safety of the intern. SCA has a wealth of experience and resources available to you in managing challenging situations. We expect to work with you in managing any major accidents, illnesses, injuries or major events involving law enforcement, interaction with the media, etc. If you are considering disciplining or dismissing someone, we need to be informed early in the process.

SCA's 24 hour contact number is **800-967-6449**. This line has been set up to support our members, staff, and agency partners. During business hours, this line rings directly in to SCA Headquarters at Charlestown, NH. Outside of regular business hours, including weekends and holidays, this number will connect you with an on-call staff member. This staff member will provide you support and/or connect you with the appropriate SCA staff member. This line should be used for urgent communications and not for normal business use. During normal business hours please call 603-543-1700 and alert the person answering the phone to the nature of your call.

Emergency Contact Procedure

During business hours

In the event of an injury, accident, illness or other serious incident affecting the health or well-being of a Conservation Intern, please notify SCA as soon as possible by calling our national headquarters at 603-543-1700 Monday through Friday, 8:30 a.m. and 5 p.m. EST. Alert the person answering the phone to the nature of your call.

After business hours

If your emergency takes place outside regular business hours, or if you are unable to reach SCA at the main telephone number, please use our 24-hour emergency contact line: 800-967-6449. Use this number as a last resort, as on-call responsibilities are shared by program staff who may or may not work specifically for Conservation Internships. Do not use this number for procedural or business matters that are best handled

during regular working hours.

Please pass this information along to other members of your staff who should be aware of emergency contact procedures.

Job Hazard Assessments

There is inherent risk in what we all do, but if we anticipate, and prepare to manage this risk, we can prevent most incidents. As our partner, we rely on your experience and expertise to evaluate risk at the worksite and in the local environment. SCA has begun a process to work with you to more formally complete job hazard assessments for each internship position. This will assure we are educating each other regarding potential risk areas as well as what preparation and training will be necessary for your intern in order to mitigate those risks.

There are a few areas that deserve special mention as you get ready to receive your intern:

- Prevention of Imbedded Ticks-letter from SCA's Assistant Director of Risk Management

To: Program Staff

From: Risk Management

Date: August 14, 2007

Re: Prevention of Imbedded Ticks

While working or recreating outdoors in the summer we often manage many challenges. In some areas of the United States one of the more prevalent challenges is an abundance of ticks. In this memo I will focus on preventing the hazard of imbedded ticks.

Some ticks may carry Lyme's disease. Lyme's disease is a bacterial condition which may be difficult to diagnose. If left untreated it is a potentially dangerous and life-altering disease. In some case, Lyme's disease may not be curable.

In addition to Lyme's disease, ticks may also carry Rocky Mountain Spotted Fever (RMSF). Although originally detected in the Rocky Mountains, the Centers for Disease Control report that over half the cases of RMSF occur in the south-Atlantic region of the US with few cases now reported in the Rockies. Like Lyme's disease, RMSF is a difficult to detect, potentially life-altering disease; however, if not promptly treated can be fatal.

From reviewing worksite incident reports, it is clear that we have had many more reported embedded ticks this summer. Although this may partially be due to an increased emphasis on reporting, we need to work toward reducing this trend.

With that goal in mind, I would like everyone to reemphasize tick prevention strategies. These strategies should include:

1. Wearing light-colored, long sleeve shirts and long pants.
2. Tucking pants into your socks and sealing them with duct tape.
3. The use of chemical deterrents such as Permethrin and DEET. Since Permethrin is newer to the market and people may not be familiar with it, I have attached to this e-mail is some additional educational material regarding its use.
4. Full-body tick checks at least once each day.

According to our physician advisor, Dr. William Forgey, the most effective deterrent to ticks is to wear Permethrin treated clothing and use DEET on exposed areas of skin.

I understand that some individuals will not want to use chemicals. Regardless of our personal preferences, due to the potential exposure to life-altering health risks, we need to educate our staff and members that using Permethrin and/or DEET, along with appropriately worn clothing is the most effective deterrent.

- Permethrin Information

Permethrin is a contact insecticide that is used on fabrics to kill ticks and other insects within range of the protected area. Using prevention techniques, before the bite, is the key to safe and successful camping and field outings across North America and in foreign lands. As a clothing, tent or sleeping bag application, permethrin is very effective at keeping ticks from attaching to you and at reducing the mosquito population in your camping area. Spray applications of permethrin will remain effective even longer.

Permethrin 0.5% spray products include: Sawyer Clothing Repellent, Permanone by WPC Brands, Duranon by Coulston, Inc. and Gear Guard by Spectrum.

Permethrin repellents are specially formulated so not to stain or damage your clothing, other fabrics, gear and equipment, including plastics or finished surfaces. Permethrin is odorless after drying, and some formulas are odorless during spray application. These new insect repellents are designed for application to clothing and not to your skin. The fiber bonding allows the Permethrin molecules to keep working to defend you. One application to your outdoor clothing can last up to 6 weeks...including through weekly launderings.

Leave nothing to chance to prevent contracting any one of many common insect-borne diseases. If your outdoor experience calls for you to camp out-of-doors, in a nylon (synthetic) tent or under mosquito netting, be sure to treat bedding or tent netting, flaps and zippers with a Permethrin spray to keep flying and crawling insects away at night. You should never treat the roof of any canvas tents, so to not affect the tent cotton-duct fabric water repellency.

- How to Apply Permethrin Spray to Clothing by Charles Feller

Permethrin clothing treatments are best done at home before your camping trip or outdoor adventure. After treatment, pack for your trip as you normally do, and leave the empty Permethrin cans or bottles at home for recycling !

1. Select an area at home or at camp that is well ventilated, but out of the wind, such as your back or side yard, a clothesline, barn or garage with the overhead doors open, patio, porch or deck. Do not spray in an enclosed area.
2. Lay clothing flat on the ground, or pin your clothes on a clothesline, or drape over porch furniture and railings, or hang clothes on separate clothes hangers, so each garment can be easily sprayed and allowed to thoroughly dry.
3. One 6 ounce can or bottle of Permethrin spray will treat two [2] complete sets garments and remain effective for up to six [6] weeks, including through weekly launderings. (3 ounces of Permethrin spray will treat one complete set of garments.) A set of garments is a pair of long-legged trouser, and a long-sleeved shirt. Jackets, windbreakers and rain gear may be treated in the same manner.
4. Spray one side of your garment for a minimum of 30 seconds on each side, holding the spray can or bottle upright and 6 to 8 inches away from the surface. Spray in a slow sweeping motion, similar to spraying paint, to evenly coat the entire surface. Turn the garment around to the other side and repeat by spraying the second side for at least 30 seconds. Be sure to concentrate the spray around cuffs, zippers, collars, flaps, flies and other openings, where ticks can crawl in.
5. Hang your garments up and allow the Permethrin treatment to dry for 2 hours, or 4 hours if conditions are very humid.
6. Treating other garments and gear:
 - a. Nets, tents, sleeping bags, backpacks and ground-cloths can be treated with Permethrin spray. Do not treat inside of sleeping bags. Spray over article until the outer surface of article is moist enough

Training and Supervision

As their direct supervisor, you have the opportunity to create a "safety first" culture through the training and supervision you provide. Training and supervision are key to a successful internship experience. Most activities (traveling, working, hiking, swimming, etc.) have some inherent risk. Before the intern arrives, please assess the intern's job duties and activities for hazard concerns. Incorporate your expectations for managing these hazards into your training plan.

Interns should receive the training they need to safely complete their assignments and it should meet your agency's highest standard. Special attention should be given to interns utilizing mechanized equipment. The risk potential grows exponentially when using equipment such as brush saws, chainsaws, chippers and power tools.

When it comes to assessing hazards and ensuring safety, interns should be instructed to make the conservative call at all times. This is especially true when operating mechanized equipment

Vehicles

Most of us know someone whose life has been irrevocably altered due to an automobile accident. Getting behind the wheel is one of the most hazardous activities we do on a daily basis. Not surprisingly, vehicle-related accidents are one of the most common type of incident in SCA's intern program, on or off work time. When training interns to operate vehicles, err on the side of caution. Make sure the training highlights the use of seat belts and following speed limits, as well as responding to local road and weather conditions.

Make no assumptions about an intern's abilities or vehicle experience. Most of us drive small vehicles and are not experienced in handling 15 passenger vans, large pickups, four-wheel drive vehicles or trailers. For those interns operating vehicles off paved roads, special training may also be required. Consider whether your intern needs special training for any of the following road conditions: dirt, gravel, sand, mud, stream crossings, soft shoulders, or narrow or steep roads. Be sure to train interns on other hazards specific to your area, including wildlife or unusual weather conditions.

Off-Duty Safety

We have found that a large percentage of interns' injuries occur while exploring the area during their free time. While we understand they are responsible for themselves during their off-time, we encourage you to do whatever you can to educate your interns about the hazards of your area. Encourage the "safety culture" to exist not only at work but during their entire SCA internship.

For further information contact:

Pete DeRego , Director of Risk Management 603-543-1700, x204

Marsha Towns , National Director for Conservation Internships 603-543-1700, x123

Emergencies & Worker's Compensation

Accidents/Emergencies & Worker's Compensation

In the event of a serious injury, illness or other emergency affecting the health or well-being of an intern, notify SCA immediately. Our Emergency Contact Procedures provide instructions for contacting SCA staff after-hours. SCA does carry off-duty accident coverage for each participant. (We will send an insurance form to you or the intern at the time of the incident.) Accidents that occur while the intern is on-duty are covered by Worker's Compensation.

Worker's Compensation Coverage

Your agency's agreement with SCA describes responsibility for Worker's Compensation coverage and liability. Since the host organization makes decisions about how to minimize risk, determines the conditions under which interns perform their service, and provides training and supervision, it is most sensible for the agency to offer Worker's Compensation coverage to interns. Doing so will improve the overall experience for the intern as well as provide maximum protection for all parties.

We recognize that the requirement of federal and state Worker's Compensation coverage imposes a financial burden; if your organization is unable to provide this coverage, please let us know so that we can work together to create a solution.

If you have questions about Worker's Compensation coverage, please contact Marsha Towns, National Director for Conservation Internships or Rita Corliss, Assistant Director for Conservation Internships.

Discrimination & Sexual Harassment Advisory

The following has been given to Conservation Interns:

We are confident that in your upcoming term of service, you will meet resource management and conservation professionals of the highest personal and professional integrity. Some of these people will inspire you, serve as mentors, and have a lasting effect on the rest of your life. You will come to value and treasure your opportunity to work side by side with these experienced professionals.

Even in a workplace as professional as those of our cooperating agencies, discrimination can occur. It is the policy of all of our partner agencies to maintain a workplace environment free from any type of discriminatory conduct, including making statements or jokes, or committing acts regarding a person's race, color, national origin, religion, gender, physical condition, age, marital status or sexual orientation that are offensive, derogatory, or harassing. Nonetheless, over the years, a small number of our volunteers have reported that they were victims of violations of this policy. Therefore, we feel that it is our responsibility to advise you that there is a possibility, however remote, that you could be confronted with discriminatory behavior.

Most of us immediately recognize the more overt forms of discrimination. There is one kind of discrimination that sometimes takes subtle and insidious forms, namely, sexual harassment. Sexual harassment is not merely defined as sexual advances and/or requests for sexual favors that are unwelcome. It is also verbal comments, gestures and/or physical contact which is deliberate, repeated, unwanted and unsolicited.

Sexual harassment can sometimes be so subtle that it is not readily recognized at first. It may take the form of unwelcome verbal comments, jokes, suggestions or derogatory remarks based on sex; unwelcome physical touching, pats, squeezes, repeated brushing against or the impeding or blocking of one's movement; unwelcome visual harassment, sexually suggestive or derogatory pictures, drawings or cartoons; unwelcome communications, notes, phone calls or e-mail. This may include words or actions that the initiator intends to be "harmless", benign or playful, but which may not be so perceived by the recipient or an onlooker.



From your perspective, you should take seriously and not tolerate any conduct that makes you feel uncomfortable, degraded or intimidated. Also, do not ignore offensive behavior because it occurs outside of work hours. Inform the initiator that his/her words and/or actions are unwelcome and state that they should not be repeated and will not be tolerated. If the behavior continues, or if you do not feel safe or comfortable confronting the individual directly, please report the situation immediately to your supervisor or, if this is not appropriate, to any other management representative of your choice.

Many of our hosting sites have Personnel Directors or Equal Employment Opportunity Representatives who are trained to deal constructively and professionally with incidences of harassment. We urge you to consider contacting these officials. They will make sure that your concerns are dealt with in confidence to the extent consistent with a full and fair investigation. Oftentimes, they are experienced enough to resolve the difficulties you may be experiencing through informal discussions. However, they will also know when more formal measures are called for which they will advise you of, but will not take without permission (with the rare exception of serious assault).

These measures could involve conducting a thorough investigation of your allegations, interviewing others who may have witnessed the behavior which has caused you discomfort, identifying any areas of factual dispute, and eventually reaching a conclusion as to whether the alleged conduct constituted a violation of agency policy or federal or state law. If this is indeed the case, they will know the next steps to take to invoke remedial action or sanction. They also will ensure that there will be no retaliation of any kind as a result of your utilization of their complaint procedures. No action will be taken against any individual who makes a good faith complaint or against any individual participating in the investigation or enforcement of this policy. However, any individual who knowingly makes a false claim of sexual harassment will be subject to appropriate disciplinary action.

We all have a responsibility for maintaining high standards of conduct in the workplace. Sexual harassment has no place in it and should never be condoned. Most importantly, for your own well being, we urge you to not tolerate it and to take the steps outlined above, if necessary. Please remember that our agency partners will not be able to take remedial action to correct problems or individuals if they do not know that inappropriate behavior is occurring. Think of the next person who will be in the position you are in and allow our agencies to send out the message that sexual harassment is simply unacceptable.

Intern Housing Policy

This policy establishes roles and responsibilities for SCA agency partners and members related to securing and paying for intern housing. It attempts to address common logistical, financial and procedural concerns.

The safety and well-being of its members is of utmost importance to SCA. When housing is not available on site, it is the sole responsibility of the hosting agency to secure nearby housing off-site, prior to intern's arrival. It is advised that the site coordinator inspect housing for cleanliness and safety before approving its rental. SCA will bill the hosting agency for actual housing costs (including utilities, parking, etc.) plus any applicable fees articulated in the cooperative agreement.

All housing should be minimally furnished with a bed, table and chair(s); the intern should be told in advance about any other items they are required to bring, such as cooking and eating utensils, etc. Tents and bunk houses are acceptable. Interns must have access to showers, toilets, and a telephone or two-way radio for emergencies. Housing must be clean, in good repair, heated in cold weather, and interns must be able to prepare their own food. Hosting agencies are advised to tell interns what type of housing is available during initial discussions.

Housing should be located as close to work site as feasible. SCA expects that interns using a personal vehicle or public transportation to commute more than 10 miles (one way) from their housing to the work site will be reimbursed for that expense.

Interns should not be expected to share sleeping quarters with other interns or staff of the opposite gender.

In instances where a lease is required, SCA will be named the lease holder. SCA will issue rental payments directly to the landlord. In the absence of a lease, rental payments will be made directly to the intern in the form of a housing allowance. Directing payments to the intern does not diminish the responsibility of the hosting agency to locate and secure housing. If payments are mad directly to the intern, they must include utilities and other costs associated with the housing. The intern will be responsible for shutting off utilities at the end of their term of service.

In circumstances where a claim of damage is made by a landlord, the site coordinator may be asked to inspect any damage and confirm the claim. If damage is confirmed to be caused by the intern, it will be the responsibility of the intern to make full reparation.

Exceptions to this policy will only be made where mitigating circumstances exist as determined by the program's Assistant Director and/or National Director.

Pet Policy

In order to avoid potential health risks and damage to property, it is the policy of the Student Conservation Association (SCA) that animals are not to be kept in SCA-leased housing. When housing is provided by the hosting agency, or if housing is not leased by SCA, the intern must obtain written permission from their agency supervisor and/or landlord. SCA will not be responsible for any animal-related damages.

Alcohol Policy

SCA understands that adults of legal drinking age may choose to consume alcohol after work hours and off program time during their term of service with SCA. Instead of prohibiting this activity, SCA strives to foster a culture of personal and professional responsibility where the consumption of alcohol by legal adults may be done in a responsible manner. With this in mind, alcohol consumption while an SCA member is a privilege and not a right. If the consumption of alcohol becomes a management or safety issue, SCA may revoke this privilege.

The following standards are in addition to the SCA drug-free workplace standards outlined in the SCA Employee Handbook (p.18).

Alcohol is permitted in SCA rented/leased/donated housing under the following circumstances:

You must be of legal drinking age.

1. Where alcohol consumption is prohibited by the SCA partner or facility, it will necessarily be prohibited by SCA.
2. There may be no partying in SCA housing (e.g., coolers, kegs of beer).
3. The consumption of alcohol may not infringe on the SCA experience of other members in the dwelling.
4. It is unlawful for minors to be offered or to consume alcohol.
5. No driver of an SCA vehicle may consume alcohol (designated driver rule).
6. Alcohol consumption may not negatively influence a member's performance during their service.
7. Alcohol is not permitted to be consumed on a field-based hitch.

Per SCA vehicle standards, alcohol is not permitted (consumed or transported) in SCA vehicles (SCA Field Operation Standards, p. 51) It is prohibited to either consume or be under the influence of alcohol during service hours consistent with the standard outlined in the SCA Employee Handbook, p.18.

Alcohol consumption must be done in accordance with all local, state and federal laws.

SCA high school program crew leaders may only consume alcohol after work hours either before crew members arrive or after they depart the program. Any behavior occurring off-time that is unbecoming of an SCA member or that negatively impacts SCA's partners or the communities in which we work is grounds for dismissal.

Travel Grant Policy

The following criteria will be used to determine the funding awarded to SCA Conservation Interns for travel to and from the sites where they work. Please note that internships don't begin until an intern arrives at the site and end as soon as an intern leaves the site to return home. Interns are expected to pay for their own travel to their work site. SCA reimburses them for their travel expenses, provided their paperwork is complete, at or near the beginning of their internships. Reimbursement is deposited into an [e-funds](#) card and is immediately available for their use.

[Travel Request Form for Interns](#)

1. Interns at all car required positions (i.e. interns who need to drive their own vehicles to their sites) are reimbursed at a rate of 19¢ per mile, plus \$60 per night for lodging (maximum of eight nights roundtrip). When a car is not required interns will receive a maximum budget of \$650. They can check MapQuest for their route of travel to help calculate mileage. All interns that are traveling to Alaska and Hawaii will fly and can book flights through SCA's travel agency, Egencia.



Interns from overseas and Central and South America must provide their own round-trip transportation from home to their internships in the United States and back. SCA will provide a grant of up to \$650 (more for Alaska and Hawaii) for foreign interns to use toward round-trip travel. Travel Grants for interns from Canada and Mexico are determined in the same manner as for U.S. citizens. If you select or are interested in a foreign applicant, SCA can help arrange Visa requirements for entering the United States as an intern.

Interns who leave their positions before completing their scheduled term of service are liable to forfeit their return travel grant and may be required to return travel funds already received.

Use of Personal Vehicle for Official Duty

SCA will not award a travel grant to a participant for the use of a personal vehicle in the performance of official duties assigned by the cooperating agency at the duty station. SCA expects the cooperating agency to provide transportation for the performance of official duties or full reimbursement for the use of personal vehicles for such purposes.

Policy

When interns are asked to travel as part of their volunteer service, SCA expects the agency partner to absorb associated costs. If the intern is traveling by car, the agency should plan to reimburse at its own rate; if the agency hasn't established a reimbursement rate for mileage, the intern will be compensated at 34 cents per mile. Travel funds processed by SCA are subject to a 28.3% program support fee.

Exceptions to this policy will only be made where mitigating circumstances exist, as determined by the program's Assistant Director and/or National Director



Procedures

When an agency partner wishes to provide funds to an intern for duty-related travel costs, the partner must:

1. Ascertain whether coverage of these costs is articulated in the agreement for services between SCA and the hosting agency. If not, the agency partner must initiate a modification to the agreement.
2. Estimate the travel costs, taking into consideration meals, lodging and mileage rate (or airfare). If the travel has already occurred, the intern should submit receipts to the agency partner.
3. Call or send an email to the Program Representative requesting the specified amount of funds be disbursed to the intern's Chase e-Funds card.

Commuting Allowance

Under your cooperative agreement, provision of housing for the intern is the responsibility of the hosting partner. If you find it necessary to house the intern at a distance greater than 10 miles from the work site, and the intern is required to drive their own vehicle to work, the intern must be provided a commuter mileage allowance of .19 per mile. This expense will be reflected in your invoice.

AmeriCorps Education Awards

SCA's plans to transition from paper to electronic timesheets has been pushed back due to unexpected delays. We will be sending information – including a final launch date and training materials to help you navigate the new system -- as soon as it's available and well in advance of any changes. Please continue to have members track hours on a monthly [paper timesheet](#). If you have questions or concerns, do not hesitate to contact Kate Hagner, Education Award Program Manager at SCA at 603.543.1700 X 133 or KHagner@theSCA.org. – **Posted February 11, 2009**

Through a granting authority provided by the Corporation for National and Community Service, SCA administers an AmeriCorps Education Award program for our Conservation Intern and Corps programs. As an additional benefit to serving with SCA, eligible members may elect to sign a contract pledging that they will serve full-time throughout their term of service as well as complete a minimum number of service hours determined by the length of their service; in return, these members receive funds they can use to pay qualified student loans or current educational expenses. Interns who elect this benefit are considered SCA AmeriCorps members and must complete specific program requirements, including enrollment and exit paperwork, submission of monthly timesheets, and participation in AmeriCorps-sponsored events or trainings.

What is AmeriCorps?

Overseen by the Corporation for National and Community Service, AmeriCorps is a network of organizations that offer opportunities for people to dedicate themselves to a period of long-term volunteer service by tutoring and mentoring youth, building affordable housing, cleaning parks and streams, and recruiting, training, and managing community volunteers. In return, these AmeriCorps members receive funds they can use for education. Since 2000, nearly 10,000 men and women have served in the SCA AmeriCorps program and received education award funds.

What is the AmeriCorps Education Award?

The AmeriCorps education award is a sum of money SCA AmeriCorps members receive after successfully completing their service. Members are able to use this award to pay education costs at qualified institutions of higher education, for educational training, or to repay qualified student loans.

Upon selection for a position, members are offered an education award relative to their length of service and may choose to sign an SCA AmeriCorps Member Agreement confirming that they will complete both their term of service and their minimum hours. SCA AmeriCorps Award designations are as follows:

- \$1,132 300 minimum service hours
- \$1,415 450 minimum service hours
- \$2,675 900 minimum service hours
- \$5,350 1700 minimum service hours

What are the responsibilities of SCA AmeriCorps Members?

All members who elect to sign up for an Education Award will receive information outlining the following policies and procedures. Members are required to:

- 1. Complete a timesheet for each month of service.** Members will receive a welcome packet, which includes a blank timesheet, a few weeks into their service. It is the member's responsibility to complete a timesheet, have a supervisor sign it, and return it to SCA each month.
- 2. Complete and submit enrollment and end-of-service paperwork.** All members should have completed enrollment paperwork before arriving at the site and beginning service. It is the member's responsibility to complete end-of-service paperwork, which includes AmeriCorps Exit Form, an SCA AmeriCorps Progress Report and Performance Measures questionnaires, and an SCA Alumni Form prior to their departure from the program. Failure to submit enrollment paperwork and exit paperwork, as well as monthly timesheets, will forfeit their education award.
- 3. Successfully complete both their term of service and their minimum hours.** Members need to complete the minimum number of service hours originally agreed to in their SCA AmeriCorps Member Agreement as well as complete their entire term of service.

Members who leave their service early forfeit their entire award, unless they leave for compelling personal circumstances. The below circumstances only allow for a pro-rated award:

- a. Member has serious injury or illness that makes completing the term impossible;
- b. Serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;
- c. Member is drafted by the Armed Services of the United States; or
- d. Circumstances that occur which makes it impossible or very difficult for the member to complete their term of service, for example a natural disaster or a significant program change.

While SCA is proud of the number of interns who take on paid employment in their field after their internship, please encourage members to fulfill their volunteer service commitment before leaving for paid work. Leaving positions early for paid work is not considered a compelling personal circumstance, and, unfortunately, any member who leaves service for that reason forfeits their award.

What is the role of the SCA AmeriCorps Member's Supervisor?

Members are responsible for completing the tasks required for receiving the education award. It will help members fulfill their commitment and receive the education award if the member's supervisor is willing to:

- 1. Complete the SCA AmeriCorps Site Coordinator Agreement.** This agreement will be sent when members are selected into your position.
- 2. Approve and sign member timesheets at the end of each month.** It is the member's responsibility to complete a timesheet each month, have a supervisor sign it, and return it monthly to SCA.

3. Encourage members to complete end-of-service paperwork. It is the member's responsibility to complete end-of-service paperwork, which includes AmeriCorps Exit Form, an SCA AmeriCorps Progress Report and Performance Measures questionnaires, and an SCA Alumni Form, prior to their departure from the program. Members may ask for assistance completing the progress report and performance measures questionnaires, both of which help SCA continue to fund interns by documenting their service.

4. Support members who desire to attend national service events locally. Periodically throughout the year there may be AmeriCorps-sponsored events in your state or region. Members are encouraged to attend if their schedule allows, but hours spent at these events cannot be recorded on their AmeriCorps timesheets.

5. Support members to complete their service commitment and minimum hours. Except in compelling personal circumstances, as outlined above, members who leave the program early forfeit their education award. Leaving positions early for paid work is not considered an acceptable reason for a member to leave early. Please encourage members to complete their volunteer service commitment first.

Please contact SCA with any questions regarding AmeriCorps or the Education Award. Our relationship with AmeriCorps and the Corporation for National and Community Service is an important aspect of our Conservation Internship and Corps Program design and we appreciate your support in reaching our compliance and evaluation requirements.

SCA AmeriCorps Education Award Program Contact:

Kate Hagner

Education Award Program Coordinator

Khagner@theSCA.org

Phone: 603.543.1700 x133

Fax: 603.543.1755

AmeriCorps FAQ's

How do I know if my SCA intern is enrolled in the AmeriCorps Education Award Program?

Most SCA interns are. Members can only receive two awards in a lifetime, though, so most often members who have been involved in many SCA internships are no longer eligible. Ask your members if they filled out the paperwork for the education award, or contact SCA to find out.

What happens to an intern's education award if the member leaves service for a paid job?

While SCA is proud that our interns are qualified for paid positions in their field, AmeriCorps requires interns to complete the minimum hours and length of service they agreed to in their SCA AmeriCorps Member Agreement. Even the most hard-working intern unfortunately loses the education award if she leaves her service early for a paid job.

Can interns count comp or sick time hours in their timesheets? Is there a way for a site to compensate an intern for serving on a holiday?

The hours compiled on the timesheet should be either hours spent in active training/education or actual direct service hours. As the site you are welcome to coordinate time off for members, when appropriate, but hours on timesheets should reflect actual hours served.

Can interns count training hours on their timesheets?

Yes, interns can count any hours spent in training or education related to their position on their timesheets, though this should be no more than 20% of their total hours. Interns are welcome to include on timesheets any time spent learning about their position, reading about issues or topics related to their position, or attending training or conferences.

Finances & Debit Cards

Chase E-funds Cards

SCA is partnering with Chase Bank to disburse subsistence allowance funds in lieu of paper checks. In the event that an intern's e-funds card arrives at your site before he or she does, please hold the card for them. (The envelope containing the card will have an SCA return address on it.)

Finances & Debit Cards

Although this is a volunteer program, SCA does reimburse participants for basic expenses through a [travel grant](#), a food allowance and a [uniform grant](#) (when authorized). For most areas outside Alaska, the food allowance for a 12-16 week position is \$150 every two weeks. For those participating in a 6-12 month position, the living allowance is usually \$320 every two weeks.

SCA uses Chase JP Morgan e-funds cards to disburse intern subsistence allowances. The card will be mailed by Chase Bank to your site. The card typically arrives 2 – 3 weeks after the intern starts their position. Please alert your mail department to its impending arrival, and watch for it. Save this mail for the intern upon his or her arrival. The intern will already have been sent detailed instructions about activating and using the card, security, replacing a lost card, etc. The card will be “loaded” with travel reimbursement, uniform allowance (if any) and the first two-week subsistence allowance. It will be “re-loaded” with subsequent subsistence allowance and the Return Travel Allowance.

To activate a new card, an intern should call 1-866-222-5704 or visit the JP Morgan Chase website at www.myaccount.chase.com and follow the directions. Interns can use the card to pay for purchases and to get cash back at most stores. It can be used either as a credit or debit card. Interns can check their card balance any time by phone or on-line. The card will expire 45 days after the end of the internship.

In unusual cases when reimbursements from cooperating agencies or donations from private funders are unexpectedly delayed, our payments to participants may be late. We recommend to interns that they bring extra cash in the event that subsistence allowance payments are delayed. If the post office has any problem delivering the e-funds card to your site, it will be returned to SCA and we will contact you about correcting the address or means of delivery.

Interns will receive their Return Travel Allowance 1 - 3 weeks prior to the scheduled end of their position. This grant will be “loaded” into their debit card. On-the-job travel expenses or use of an intern's car for job-related travel must be reimbursed by the agency/site.

Unless other explicit arrangements are made, funds not expended at the end of the program are to be returned with documentation (either photocopy of checks and/or payment log) to:

SCA
PO Box 550
Charlestown, NH 03603

Subsistence Allowance Schedule

An intern's subsistence allowance is "loaded" onto his or her Chase e-funds card on a biweekly basis according to the following schedule. Please note: a late intern selection or delay in receipt of intern selection paperwork may slow the process of loading the initial allowance.

2011 Pay Schedule

Pay Date	Must have all paperwork and changes by:
1/14/11	1/05/11
1/28/11	1/19/11
2/11/11	2/02/11
2/25/11	2/16/11
3/11/11	3/02/11
3/25/11	3/16/11
4/08/11	3/30/11
4/22/11	4/13/11
5/06/11	4/27/11
5/20/11	5/11/11
6/03/11	5/25/11
6/17/11	6/08/11
7/01/11	6/22/11
7/15/11	7/06/11
7/29/11	7/20/11
8/12/11	8/03/11
8/26/11	8/17/11
9/09/11	8/31/11
9/23/11	9/14/11
10/07/11	9/28/11
10/21/11	10/12/11
11/04/11	10/26/11
11/18/11	11/09/11
12/02/11	11/23/11
12/16/11	12/07/11
12/30/11	12/21/11

