BCATO Internship Application



The Bucks County Association of Township Officials (BCATO) supports two \$2,500 grants annually. A municipality must commit to covering about 50% of the cost of compensating an intern. The municipality must agree to follow the internship standards set by BCATO and to compensate the intern at least \$2,500.

Title _____

Municipality _____

Contact Person _____

Email	Phone
Immediate Supervisor	Title
well as the mentor's responsibilities and how he or she a	tern learn about the organization's mission, work processes, ccomplishes the work. Interns should be assigned meaningfund administrative experiences relevant to their employing
 (1) writing grant proposals. (2) collecting data via interviews, surveys, and other methods. (3) analyzing data and writing a report. (4) preparing budget requests. (5) preparing financial management documents. (6) recruiting and training volunteers. 	 (7) researching and writing speeches/presentations/testimony. (8) attending/observing staff, board, commission, and/or council meetings. (9) drafting personnel handbooks; and (10) reading important documents, such as strategic plans, budgets, and annual reports
Please include the following with your scholarshi	p application:
 A description of potential projects/assign 	gnments intended for your intern.
• Information on the intern (name, school	ol, degree program and current GPA)
By signing below, I agree to adhere to the require Township Officials.	ements as set forth by the Bucks County Association of
Municipal Manager:	Date:

Laurie Courter at executivedirector@bcato.org



BCATO Internship Eligibility Requirements

BCATO Intern Scholarship

The BCATO Internship was created by our membership as a means to provide opportunities, encourage interest in municipal government, and foster skills necessary for the governing process.

BCATO INTERNSHIP REQUIREMENTS:

- The municipality agrees to COMPENSATE THE INTERN AT LEAST \$5,000 (\$2,500 SCHOLARSHIP & \$2,500 township match required)
- Intern must carry at least a 3.00 GPA
- Intern to work at least 15 hours a week
- Intern to be a Junior or Senior in Undergrad school or in a Graduate program
- Intern must be in a degree that relates to Local Government
- At the conclusion of the internship, the intern must submit at 2-5 page to the BCATO Executive Director, for review by the Executive Board, detailing their experience at the township and highlighting what they have learned during their tenure at the municipality.