

Eureka! Workplace Mentor Application



Submit to:
 Girls Inc. of Carpinteria
 Eureka! Externship Program
 5315 Foothill Rd.
 Carpinteria, CA 93013



of Carpinteria

Business Name: _____ Business Address: _____ Business Phone: _____ Website: _____ Description of Business: _____		Typical Business Hours		
		Day	Open	Closed
		Monday		
		Tuesday		
		Wednesday		
		Thursday		
		Friday		
		Saturday		
		Sunday		

Mentor Name: _____	Mentor Phone: _____
Mentor Job Title: _____	Mentor Email: _____
Best way to contact mentor:	
<input type="checkbox"/> Email: _____ <input type="checkbox"/> Phone: _____ <input type="checkbox"/> Cell: _____	

Important Skills and Attitudes for Workplace <i>Pick Top 5</i> <input type="checkbox"/> Customer Service <input type="checkbox"/> Thinks Critically <input type="checkbox"/> Creativity <input type="checkbox"/> Oral Communication <input type="checkbox"/> Written Communication <input type="checkbox"/> Independent <input type="checkbox"/> Organization <input type="checkbox"/> Flexibility <input type="checkbox"/> Attention to Detail <input type="checkbox"/> Self-Motivated/Initiative <input type="checkbox"/> Time Management <input type="checkbox"/> Patience <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Externship Format: (please select one) <input type="checkbox"/> Extern will work within several departments throughout 4 weeks. <input type="checkbox"/> Extern will work under the supervision of several people to complete a project relating to the business/industry throughout the 4 weeks. <input type="checkbox"/> Other*: _____ <small>*To be finalized and approved by Girls</small>
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Please describe the workplace environment and ideal employee: _____ 	Anticipated Extern Hours		
	Day	In	Out
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
Friday	Externs @ Girls Inc.	Externs @ Girls Inc.	

Eureka! Workplace Mentor Contract

By signing this document, I acknowledge that the information I have provided on the Eureka! Workplace Mentor Application is complete and accurate.

By signing, I also verify that I have read the Workplace Mentor FAQ's and understand the requirements of sponsorship as detailed below:

- Sponsor/Mentor agrees to provide each extern a \$500.00 scholarship, through a check made payable to **"Girls Incorporated of Carpinteria" on or before August 2, 2019**, to be deposited into the Eureka! Educational Fund of Carpinteria.
- Sponsor/Mentor or assigned representative agrees to attend Eureka! Externship Reception held on July 20, 2018.
- Sponsor/Mentor agrees to provide extern with meaningful workplace projects and/or tasks for **80 hours, beginning on July 1, 2019 and ending on July 26, 2019**. (start date can vary)
- Sponsor/Mentor understands that externs will be **unavailable to work Fridays**, due to mandatory Eureka! meetings.
- Sponsor/Mentor understands that a donation letter for tax purposes will be sent to the address listed above under "business information" at the end of the externship program.
- Sponsor/Mentor **agrees to sign and complete a weekly time card and performance review** as provided by Girls Inc. of Carpinteria .
- Sponsor/Mentor understands that Girls Inc. staff will make one onsite visitation for each extern, and that any questions, concerns, or communications between sponsor and Girls Inc. Staff are welcomed and encouraged.

Sponsor Name (print) _____

Sponsor Signature _____ Date _____

Supervisor Signature: _____ Date: _____

