

# Eureka! Workplace Mentor Application



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



of Carpinteria

## Sponsor Business Information

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

## Workplace Mentor Information

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: _____

## Externship Planning

<p><b>Important Skills and Attitudes for Workplace</b></p> <p style="text-align: center;"><i>Pick Top 5</i></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Customer Service</td> <td><input type="checkbox"/> Flexibility</td> </tr> <tr> <td><input type="checkbox"/> Thinks Critically</td> <td><input type="checkbox"/> Attention to Detail</td> </tr> <tr> <td><input type="checkbox"/> Creativity</td> <td><input type="checkbox"/> Self-Motivated/Initiative</td> </tr> <tr> <td><input type="checkbox"/> Oral Communication</td> <td><input type="checkbox"/> Time Management</td> </tr> <tr> <td><input type="checkbox"/> Written Communication</td> <td><input type="checkbox"/> Patience</td> </tr> <tr> <td><input type="checkbox"/> Independent</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Organization</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Flexibility	<input type="checkbox"/> Thinks Critically	<input type="checkbox"/> Attention to Detail	<input type="checkbox"/> Creativity	<input type="checkbox"/> Self-Motivated/Initiative	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Time Management	<input type="checkbox"/> Written Communication	<input type="checkbox"/> Patience	<input type="checkbox"/> Independent	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Organization	<input type="checkbox"/> Other: _____	<p><b>Externship Format: (please select one)</b></p> <p><input type="checkbox"/> Extern will work within several departments throughout 4 weeks.</p> <p><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.</p> <p><input type="checkbox"/> Other*: _____</p> <p style="text-align: center;"><small>*To be finalized and approved by Girls</small></p>
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Flexibility														
<input type="checkbox"/> Thinks Critically	<input type="checkbox"/> Attention to Detail														
<input type="checkbox"/> Creativity	<input type="checkbox"/> Self-Motivated/Initiative														
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<input type="checkbox"/> Written Communication	<input type="checkbox"/> Patience														
<input type="checkbox"/> Independent	<input type="checkbox"/> Other: _____														
<input type="checkbox"/> Organization	<input type="checkbox"/> Other: _____														
Please describe the workplace environment and ideal employee: _____ _____ _____ _____ _____	<b>Anticipated Extern Hours</b>														
	<b>Day</b>	<b>In</b>	<b>Out</b>												
	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 July 10, 2020**, to be deposited into the Eureka! Educational Fund of Carpinteria.
- Sponsor/Mentor or assigned representative agrees to attend Eureka! Externship Reception held on July 24, 2020.
- Sponsor/Mentor agrees to provide extern with meaningful workplace projects and/or tasks for **80 hours, beginning on June 29, 2020 and ending on July 24, 2020**. (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: \_\_\_\_\_

**girls  
inc.**

of Carpinteria