

**JAPAN AMERICA SOCIETY OF SAN ANTONIO
INTERNSHIP APPLICATION**

Please select your area of interest(s). If you are interested in more than one, please mark “1” for the area you are most interested in.

_____Membership Development: Assisting with developing programs to increase the rewards benefits for members, organizing and updating databases, some public relations to increase membership, engaging with members to become more involved, volunteer communication, assisting with Presenter’s Bureau, related tasks as necessary

_____Special Events Planning: Assisting with special events coordination and planning for various types of events and activities, events promotions, maintaining databases, volunteer coordination in preparation of and on day of events, engaging and following-up with community contacts, volunteer follow-up and appreciation activities, related tasks as necessary

_____General Fund and Budget Development: Assisting with various aspects, including some book-keeping, researching potential grants, preparation of grants, research individual donors and philanthropic foundations, other fund development related tasks as necessary.

First Name: _____ Last Name: _____

Address: _____

Tel No. w/ Voicemail: _____ Alternate Tel.: _____

How is the internship related to your career goals or field of study?/ Why are you interested in the internship position?

What time can you realistically commit? Please fill out the schedule and times you are most likely available, please list “1hr” “2hrs” or ‘3hrs” under each category.

Day of the Week	Btwn 9-12	Btwn 12-3pm	Btwn 3-6	Total time in hrs
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
How many total weeks/ months	_____ weeks	_____ months	Total hrs per week, average	

What are your expectations of this internship experience?