

Dear Business Owner,

Thank you so much for your inquiry into the BEN-E-LECT Foundation Intern Program. We are delighted that you are considering participation with us in a partnership that is motivating and inspiring many young adults to live up to their highest potential and realize their loftiest dreams.

*Are you deeply concerned with the apathy you see
in so many of today's young men and women?*

*Have you learned that success is obtainable for those
who work diligently and listen to wise counsel?*

The BEN-E-LECT Foundation has developed an effective program for mentoring and motivating tomorrow's leaders ... a program that depends on visionary leaders like you who understand that a small investment today will literally change the course of a young person's entire life forever.

The materials enclosed in this packet have been designed to give you a comprehensive overview of BEN-E-LECT'S Intern Program. If, after reviewing them carefully, you have further questions, don't hesitate to give us a call in our Visalia office.

Many of today's young adults are lacking in the guidance and involvement, sufficient financial funding, and positive role models they desperately need to be successful in life. Purposeful mentoring can take years or even decades off the time it takes them to live up to their potential and realize their dreams. Please consider partnering with us in this critical work.

Sincerely,

Michael Reinhold
Executive Director

The BEN-E-LECT Foundation

Internship

5429 Avenida de los Robles, Suite A • Visalia, CA 93291
Phone: (559) 733-1240 • Fax: (559) 733-1214
Web: www.benelectfoundation.org • Email: info@benelectfoundation.org

Our Mission

To serve as a catalyst for under-mentored young adults, helping them realize their full potential by equipping them with the tools they need to build a future filled with promise and fulfillment.

Our Program

Working in close collaboration with the foundation, local businesses lend a helping hand to program participants by providing short-term internship opportunities which promote their personal development, build their sense of accomplishment and competence, and nurture their overall well-being.

Our Values

THE BEN-E-LECT FOUNDATION:

- An organization with the moral integrity and wisdom to lead, the desire to humbly serve, and the vision to inspire.
- An organization comprised of individuals who possess the courage, commitment, and compassion to make life better for all people.
- An organization which respectfully honors the dignity and potential of every human being.
- An organization which believes that success is obtainable for those who are willing to work hard, be disciplined, and persist through every obstacle.

Our Founders

The foundation was formed by the leaders of **BEN-E-LECT**, an employer-driven™ health benefit company headquartered in Visalia, CA. **BEN-E-LECT** is one of the country's leading third party administrators of high deductible employer-driven™ medical, dental, and vision plans.

Our Funding

The foundation is a registered 501(c)(3) non-profit charitable organization, officially qualified to receive tax-deductible bequests, devises, transfers, and gifts. It is funded primarily through the generous contributions of businesses and individuals along with grants from charitable foundations.



Intern Program Overview

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Here's How We Recruit Candidates

- The foundation works in close collaboration with a wide variety of business, community, education, and church leaders to identify young men and women who match our candidate profile.

Here's How We Screen Candidates

- Each candidate meets with foundation personnel on three separate occasions: a preliminary screening appointment with the foundation's director, a formal interview with BEN-E-LECT'S Human Resource Director, and a final session with one or more of our foundation board members.
- In addition, the skills and aptitude of each candidate are carefully assessed through industry-standard testing programs.

Here's How We Prepare Interns

- Each intern is required to complete the foundation's basic preparation program prior to placement. The sessions are conducted by a professional trainer.
- The program includes modules on professional communication & attire, business etiquette & protocol, and basic skills training.

Here's How We Place Interns

- The Foundation works diligently to find the perfect match for each intern and business host.
- The initial term of an internship is six months; this can be extended for up to a total of one year.
- Interns are paid no less than minimum wage for a minimum of twenty (20) hours per week.

Here's How We Coach and Evaluate Interns

- Interns meet weekly with their mentor at the hosting business for training and evaluation purposes.
- Mandatory group training sessions for interns are also conducted by the foundation on a regular basis.

Here's What Happens at the End of the Internship

- Interns may be asked to continue to work at the host business.
- Interns may desire to move to a more suitable position in another company.
- Interns may be inspired to continue their education for the purpose of greater achievement.



What Does a Foundation Intern Look Like?

- BEN-E-LECT Foundation interns are 18-29 years of age.
- Prior to placement, each intern is required to successfully complete a battery of industry-standard aptitude and skills tests.
- Young men and women who have a history of drug use, gang participation, and/or trouble with the law are not accepted into the intern program.
- Most of the participants in the program come from challenging backgrounds in which they were under-mentored and/or under-motivated.
- All foundation interns are very capable, but some do not exhibit strong self-images.
- It has been determined by our staff that each of these young people will most likely thrive in a supportive, nurturing environment.
- These young men and women have proven through their behavior and practices that they have a strong desire to do something positive and productive with their lives.
- They do not exhibit either a victim or welfare mentality, and they welcome the strong direction of caring mentors.
- Foundation interns have been carefully trained to arrive promptly, dress professionally, smile willingly, act appropriately, and perform to the very best of their ability.
- They are excited about the opportunity to learn new things by stepping out of their comfort zones and taking on new challenges.



Foundation/Host Business Partnership

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Responsibilities of the Foundation

- We will recruit and screen your intern.
- We will work closely with you to determine which intern is best suited for your business.
- We will provide both preliminary and on-going training for your intern.
- We will provide you with materials you can use for the on-going development of your intern.
- We will maintain open lines of communication with both you and your intern.
- We will be available for mediation should any disputes arise between you and your intern.
- We will conduct exit interviews and evaluations at the conclusion of the internship.
- We will, when possible and if absolutely necessary, provide funds to help underwrite the salary of your intern.

Responsibilities of the Host Business

- We ask that you work closely with us to determine which intern is best suited for your business.
- We ask that you provide your intern with a job for at least six months.
- We ask that you pay your intern no less than minimum wage for at least 20 hours per week.
- We ask that you assign your intern to tasks that will educate, challenge, and inspire them.
- We ask that you provide a staff member who will serve as a caring mentor/role model for your intern.
- We ask that you provide time for the mentor/role model to meet with your intern at least once a week.
- We ask that you maintain open lines of communication with us regarding your intern.
- We ask that you contact us immediately should any disputes arise between you and your intern.



FAQ'S - From Host Businesses

Internship

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In what type of businesses do you place interns?

- We are not as concerned about the nature of the business as we are about the character of its leaders and the quality of the intern experience they provide.
- We strongly prefer to work with successful, established businesses run by strong and compassionate leaders who value service, reliability, & integrity.
- Our desire is that these leaders will craft job descriptions that provide interns with the significant opportunities they need to achieve maximum growth and fulfillment.
- We strongly discourage the assignment of interns solely to menial tasks.
- Key to inclusion in the program is a business's willingness to commit a mentor/role model to the on-going development and well-being of the intern.

How are interns paid?

- It is the responsibility of the hosting business partner to cover the intern's wages.
- However, hosting business partners can apply for a grant from the foundation to help underwrite the intern's wages during the initial six-month term of the internship.
- Generally, awarded grants cover up to 50% of the intern's salary for the first six months. Grants for the second six months (in three-month increments) are awarded on a sliding scale.

Can I give the foundation money and request a particular intern?

- Every candidate must participate in the foundation's screening and preparation programs.
- Upon completion, they will be placed in the business environment best suited to their success.
- That may, or may not be with the business who has specifically requested them.

What happens if there are challenges with our intern?

- Inevitably, challenges (ex: relational, dependability, ability, attitude, etc.) arise between business owners and their interns.
- A dedicated effort is made to resolve these challenges by both parties, and representatives from the foundation are readily available for mediation.
- Any of the three parties involved (foundation, hosting partner, intern) can terminate the internship at any time without cause. However, it is our strong desire to have each intern successfully complete their initial six-month commitment.



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How is BEN-E-LECT'S intern program different from the rest?

- In almost every case, the young adults we accept as interns have *never* been in trouble with the law, *never* done drugs, and *never* belonged to a gang. They are great young men and women who have one major experience in common: a challenging childhood. These are the courageous ones who have made a conscious decision to *never* follow in the footsteps of their dysfunctional parents.
- We have made just two exceptions to this standard (law, drugs, gangs) so far. In both cases, the young men were basically good kids from well-to-do families who had been "wild" during their teenage years. After strenuous interviews, and with careful consideration, the board determined that both of the young men had "grown up" and seen the folly of their ways. One of the young men has already completed his internship and has become an exemplary full-time employee for one of the finest remodeling contractors in Fresno. The second is in the process of being placed. He's a great intern, but, unfortunately, most businesses will not take a chance on him. Sad.
- We administer an APPLICANT RISK PROFILE test (from the Society for Human Resource Management Assessment Center) to each of our applicants. It gives us accurate scoring in four categories: Integrity, Illegal Drug Use, Workplace Policy Compliance, and Workplace Aggression. We would never approve an intern for placement who failed in any of those four categories.
- We also administer a CLERICAL TALENT SCOUT test to each intern. It gives us scores in five more categories: Typing Speed and Accuracy, Word Processing Skills, Spelling Skills, Language Skills, and Logic & Reasoning Skills.
- We require three references from each candidate and they are carefully checked.
- We have no more than 10 active interns in the program at any given time. This allows us to give each of them (and their mentors) close personal attention during the entire course of their internship. We conduct twice-a-month supervisory visits at the workplace, and meet with all of the interns in a monthly group setting for discussion and training.
- We *know* our interns very well and firmly believe in them!



Host Business Application

BUSINESS

Name _____ Date _____
Street Address _____
City _____ State _____ Zip _____

CONTACT

Name _____ Title _____
Work Phone _____ Cell Phone _____
E-mail _____

INTERN REQUEST *(Please complete a separate Intern Request for each position title)*

Position Title _____ Number of Interns Requested _____
Beginning Date _____
Supervisor's Name _____ Title _____
Supervisor's Work Phone _____ Cell Phone _____
Supervisor's Email _____

Briefly describe the nature of the work the intern will be engaged in and their job duties (or attach a job description):

Briefly describe any specific requirements (qualifications, skills, etc.):

Briefly describe any specific requirements with respect to scheduling (shifts, etc.):

Briefly describe any special clothing and/or equipment the intern will need (uniforms, dress code, etc.):

Is a driver's license or automobile required?

Yes No

Would you like to interview the intern prior to their placement?

Yes No



The BEN-E-LECT Foundation provides short-term internship opportunities to under-mentored young adults which promote their personal development, build their sense of accomplishment and competence, and nurture their overall well-being.

We work in very close collaboration with local businesses who craft job descriptions that provide interns with the significant opportunities they need to achieve maximum growth and fulfillment. Key to the success of the program is a business's willingness to commit a mentor/role model to the on-going development and well-being of the intern.

We strongly desire to work with successful, established businesses run by strong and compassionate leaders who value service, reliability, and integrity. If you are that type of leader, running that type of business, and you understand that your investment will literally change the course of a young person's life, we ask that you enter into this mutually-binding agreement.

If You Hire a BEN-E-LECT Intern We Agree To:

- | | |
|--|---|
| 1. Recruit and screen your intern. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Work closely with you to determine which intern is best suited for your business. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Provide both preliminary and on-going training for your intern. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Provide you with materials you can use for the on-going development of your intern. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Maintain open lines of communication with both you and your intern. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Be available for mediation should any disputes arise between you and your intern. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Conduct exit interviews and evaluations at the conclusion of the internship. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Provide funds, when possible, to help underwrite the salary of your intern. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If You Hire a BEN-E-LECT Intern Will You Agree To: (Please answer "Yes" or "No" to each question)

- | | |
|--|--|
| 1. Work closely with us to determine which intern is best suited for your business? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Provide your intern with a job for at least six months? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Pay your intern no less than minimum wage for at least 20 hours per week? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Assign your intern to tasks that will educate, challenge, and inspire them? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Provide a staff member who will serve as a caring mentor/role model for your intern? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Provide time for the mentor/role model to meet with your intern at least once a week? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Maintain open lines of communication with us regarding your intern? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Contact us immediately should any disputes arise between you and your intern? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signature _____ Date _____

Mail or fax your completed application to the BEN-E-LECT Foundation office.

