



2022 INTERNSHIP PROGRAM  
PROCEDURES AND GUIDELINES

The CIRI Foundation's (TCF) **Internship Program** supports individuals in obtaining temporary, supervised, on-the-job training to develop employment skills and gain practical work experience. Internships combine formal education with practical work experience to improve the prospects for permanent employment. Each internship experience is unique and adapted to the applicant's area of interest and specific career goals.

Subject to available funding.

**Eligibility:** Original Enrollees of Cook Inlet Region Inc., their direct lineal descendants and voting shareholders are eligible to apply for internships. Eligible internship applicants must be:

- Enrolled in or recently completed an undergraduate, graduate degree program and have a minimum 2.5 cumulative GPA; **OR**,
- Enrolled in or recently completed a technical skills training program at an accredited post-secondary institution.

**Application Package.** The materials listed below must be received by The CIRI Foundation on or before the appropriate deadline in order for the application to receive consideration.

1. Completed application – signed and dated
2. Proof of eligibility (first-time applicants only) *Also, proof of name change if different from birth certificate or previous applications.*
3. One letter of reference – signed, dated, contact information (valid for 3 years)
4. Statement of purpose (see Page 2, Item F)
5. Copy of official grade transcripts, degree, or certificate(s) of completion
6. Current professional resume
7. Photograph of yourself (optional) *Please note that your photograph becomes the property of TCF and may be used in TCF or related publications.*

**A. ELIGIBILITY**

<b>I certify that I am:</b>							
1	<input type="checkbox"/> An Original Enrollee of Cook Inlet Region, Inc. (CIRI) <input type="checkbox"/> A Direct Lineal Descendant of an Original Enrollee of Cook Inlet Region, Inc. (CIRI) <input type="checkbox"/> A Voting Shareholder of Cook Inlet Region, Inc. (CIRI)						
2	<b>I am a direct lineal descendant of this Original Enrollee of CIRI:</b> Name (Last, First, M.I.): _____ <table border="1" style="float: right; width: 200px;"> <tr> <td>Other Last Names Used (if applicable):</td> </tr> </table>	Other Last Names Used (if applicable):					
Other Last Names Used (if applicable):							
3	Relationship: <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Parent</td> <td><input type="checkbox"/> Great-Great Grandparent</td> </tr> <tr> <td><input type="checkbox"/> Grandparent</td> <td><input type="checkbox"/> Great-Great-Great Grandparent</td> </tr> <tr> <td><input type="checkbox"/> Great-Grandparent</td> <td></td> </tr> </table>	<input type="checkbox"/> Parent	<input type="checkbox"/> Great-Great Grandparent	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Great-Great-Great Grandparent	<input type="checkbox"/> Great-Grandparent	
<input type="checkbox"/> Parent	<input type="checkbox"/> Great-Great Grandparent						
<input type="checkbox"/> Grandparent	<input type="checkbox"/> Great-Great-Great Grandparent						
<input type="checkbox"/> Great-Grandparent							

**B. DEADLINE**

<b>Application Deadline: Please choose one</b>				
4	<input type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 1
5	Have you applied for a TCF Internship before? <input type="checkbox"/> No <input type="checkbox"/> Yes, during the year _____			

**C. PERSONAL DATA**

6	Name (Last, First, MI)		Other Last Names Used (if applicable)	
7	Mailing Address		Email Address	
8	City	State	Zip Code	Tel No.
9	Date of Birth (month/day/year)		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Preference: _____	
10	<b>Are you related to a current board member of The CIRI Foundation? (Not Cook Inlet Region, Inc.)</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: (If yes, provide their name and your relationship.) _____			

**Applications must be received by 11:59 p.m. Alaska Time on the day of the deadline.  
Applications will be considered in the order they were received – first completed, first awarded.**

**Submit your application and documents to TCF via mail, email, or fax.**

The CIRI Foundation | Phone: (907) 793-3575 | Toll-free: 1 (800) 764-3382 | Fax: (907) 793-3585 | [tcf@thecirifoundation.org](mailto:tcf@thecirifoundation.org)  
3201 C Street, Suite 506, Anchorage, AK 99503

**D. EDUCATION PLANS CONTINUED**

Name: \_\_\_\_\_

11	<p style="text-align: center;"><b>EDUCATION LEVEL &amp; YEAR OF COMPLETION: check all that apply</b></p> <p><input type="checkbox"/> I am a High School Graduate _____</p> <p><input type="checkbox"/> I have a General Education Diploma (GED) _____</p> <p><input type="checkbox"/> I have a vocational training/certificate _____</p> <p><input type="checkbox"/> I have a 2-year Associates Degree _____</p> <p><input type="checkbox"/> I have a 4-year Degree _____</p> <p><input type="checkbox"/> I have a Masters Degree or PhD _____</p> <p><input type="checkbox"/> I am currently in college: <input type="checkbox"/> Fresh. <input type="checkbox"/> Soph. <input type="checkbox"/> Jun. <input type="checkbox"/> Sen. <input type="checkbox"/> Grad. <input type="checkbox"/> PhD <input type="checkbox"/> Cert.</p> <p><input type="checkbox"/> I have not been enrolled in the past five years</p>
12	<p><b>Recent Community/Volunteer Activities, Honors, Awards, or Accomplishments (If none, put n/a):</b></p>

**E. EMPLOYER INFORMATION**

13	Organization/Company Name		
14	Supervisor Name	Supervisor Email Address (if available)	
15	Address		Tel No.
16	City	State	Zip Code

**F. STATEMENT OF PURPOSE**

17	<p>Please attach your written responses to the following questions (approximately 500 words):</p> <ul style="list-style-type: none"> <li>▪ What are your areas of interest? Describe your education and career goals.</li> <li>▪ How do your career goals relate to your education goals?</li> <li>▪ What type of work experience you would like to gain as it relates to your career and educational goals?</li> </ul>
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**G. CERTIFICATION**

18	<p><b>By signing this statement, I acknowledge that I have read and agree to the funding guidelines and terms specified below:</b></p> <ul style="list-style-type: none"> <li>▪ To the best of my knowledge, the information in this application is true, correct, and complete.</li> <li>▪ It is my responsibility – NOT that of The Ciri Foundation (board or staff) or any other party (e.g. parent, spouse, academic advisor) – to obtain and submit the necessary application materials on or before the deadline to receive consideration for any award.</li> <li>▪ This application does not obligate The Ciri Foundation to award an internship or to pay any costs incurred in the submission of this application. All decisions made by the Education Awards Committee are final.</li> <li>▪ If I am approved for an internship, I agree to abide by the terms and conditions of the Internship Agreement in order for my approved worksite to be reimbursed 50% of employer paid taxes and wages as outlined in the agreement.</li> <li>▪ Upon the completion of the internship period, my employer and I must submit a copy of my final evaluation, timesheets, and wage/employer payroll tax invoice and/or paystubs to The Ciri Foundation for verification.</li> <li>▪ All applicant information is kept confidential in accordance with the Family Education Rights and Privacy Act of 1974. Information will not be released to another party, including parents or family members, without written consent of the applicant.</li> <li>▪ I give The Ciri Foundation permission to release, as appropriate, my comments, photos, name, address, email, and telephone number for employment or education referrals and Ciri publications.</li> </ul> <p><b>SIGNATURE OF APPLICANT:</b> _____ <b>DATE:</b> _____</p>
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Name: \_\_\_\_\_

**H. DOCUMENT SHARING RELEASE OF INFORMATION CONSENT FOR INTERNSHIP APPLICATIONS (OPTIONAL)**

The CIRI Foundation (TCF) applicant information is kept confidential in accordance with the Family Education Rights and Privacy Act of 1974. As a courtesy, TCF will share documents and information with specific written consent from the applicant. **Information will not be released to another party without a specific written consent from the applicant submitted with each application on file at The CIRI Foundation.**

**IMPORTANT: It is the student's explicit responsibility with every application submitted to notify and follow up with TCF about documents to be shared.** Documents needed to complete The CIRI Foundation application may differ significantly from documents needed to complete the Internship Program application or other scholarship applications. TCF does not assume responsibility for ensuring the completion of applications on behalf of the student.

**Ultimately, it is the student's responsibility to verify that the requested documents to be shared are the most current and available in their TCF file, and that they are shared with the specified parties.**

**By signing this statement, I authorize The CIRI Foundation to release the following documents and/or information for use with my Internship Program application:**

- Official transcripts from \_\_\_\_\_ (write institution name)
- Letter of reference from \_\_\_\_\_ dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)  
(Signed letters of reference are valid for three years from date written and must include contact information.)
- A copy of acceptance letter indicating degree program and Major
- Updated course schedule
- Updated statement of purpose
- Direct lineal descendant documentation or shareholder documentation Certificate Degree of Indian Blood
- Tuition Statement
- Other: \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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## APPLICATION PROCEDURES

The Intern, the Employer, and The CIRI Foundation have different roles during an Internship. All parties will collaborate to identify an appropriate placement, job description, orientation to the organization, and periodic/final evaluations. *Details of the internships are subject to approval by The CIRI Foundation, the Intern, and the employer before the beginning of the Internship Agreement period.*

### The Intern's role is to:

- 1) Identify and interview with prospective employers and secure a placement;
- 2) Commit to finding opportunities and experiences to enhance educational and career development;
- 3) Be open to learning new skills and actively seek challenging assignments and greater responsibility;
- 4) Maintain a professional, respectful demeanor;
- 5) Abide by the employer's administrative policies and procedures;
- 6) Coordinate receiving academic credit for the internship (if applicable) directly with the university/college.

### The Employer's role is to:

- 1) Submit all requested documentation;
- 2) Provide direct supervised training to the Intern as outlined in the approved job description;
- 3) Provide a safe work environment with appropriate workspace and equipment;
- 4) Facilitate opportunities for the Intern to practice teamwork, networking and leadership skills;
- 5) Regularly meet with the Intern to provide performance feedback;
- 6) Keep TCF informed of the Intern's work and any challenges or other issues relating to the Intern's performance.

### The CIRI Foundation's role is to:

- 1) Work with the Intern to identify an appropriate placement within an organization;
- 2) Send potential employers an informational packet as part of the Internship placement and agreement process;
- 3) Coordinate with the employer to ensure that internship assignments offer opportunity for Interns to gain valuable work experience and contribute to the organization in a meaningful way;
- 4) Prepare the letter of agreement;
- 5) Serve as a liaison and a resource for the Intern and the employer.

**Amount:** The Intern's wage is typically based on an entry-level position wage scale to be determined by negotiation between the Intern and the employer, with consultation from The CIRI Foundation as necessary. Intern wages shall be based upon the educational and professional experience of the Intern, the nature of the tasks to be performed, and market rates for comparable entry-level positions. The employer pays the Intern's wage and upon successful completion of the Internship Agreement period, The Foundation will reimburse the employer one-half (50%) of the Intern's gross wage and employer's payroll taxes (FICA/Medicare/AK ESC). The employer or another funding source shall be responsible for the other one-half (50%) of the Intern's gross wage and employer's payroll tax.

**Duration:** The Intern may work up to 40 hours per week for a total of 480 hours of full-time employment during the Internship. If part-time work is acceptable to the employer and the Intern, the 480 hours may be extended over a longer period of time. In order to extend an internship, the Intern must re-apply at each published application deadline; however, an internship with any employer shall not exceed twelve consecutive months. An employer is not obligated to hire the Intern at the conclusion of the internship period. Such determination is the sole decision between the employer and the Intern. **The application deadlines are March 31, June 30, September 30 and December 1 for full consideration. If funding is available, applications received after the deadlines may be considered.**

**Application.** The CIRI Foundation 2022 Internship Program Application, completed, signed, dated and submitted by the published deadline. If any information that you have provided to The CIRI Foundation for award consideration changes after you have submitted your original application, you must immediately update that information with The CIRI Foundation. Award decisions are made based on the information provided on your application and accompanying materials.

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## 2022 INTERNSHIP PROGRAM PROCEDURES AND GUIDELINES

**Proof of Eligibility.** Original enrollment and Voting Shares to CIRI can be verified by The CIRI Foundation with the appropriate documents submitted by the applicant. *Sworn statements or affidavits are not accepted to verify eligibility.*

- Birth certificate(s) (and adoption decree, if the descendant is legally adopted) to demonstrate your relationship as a direct lineal descendant, whether natural or legally adopted, of a Native who is an original enrollee of Cook Inlet Region, Inc. More than one birth certificate may be necessary to document your relationship to an Original Enrollee.

**Proof of Name Change.** Any legal name changes must be supported by official documentation (i.e. marriage certificate, divorce decree, etc.). *Sworn statements or affidavits are not accepted to verify name changes.*

**Letter of Reference:** One (1) letter of reference from a current or former teacher, employer, or other who knows of your experience and potential to succeed in your chosen career. Letters must include the signature, date and contact information for the individual who provided the reference (non-family members, please.)

**Statement of Purpose:** On a separate piece of paper, please describe the following in approximately 500 words:

- Your career goals as they relate to your educational goals (degree program or vocational training program).
- The type of work experience you would like to gain as it relates to your career and educational goals.
- Your areas of interest: Identify activities and skills you believe you are qualified to perform. Explain how these experiences have prepared you for an internship.

**Official Grade Transcripts or Certificates of Completion.** A copy of your final, official grade transcripts or certificate of completion for the most recent coursework completed. *Note:* Official grade transcripts are signed by the school's registrar and/or have an official seal from the school. Internship applicants should have and maintain a minimum cumulative GPA of 2.5 to qualify for the program.

**Current Professional Resume.** A current professional resume that includes prior education and work experience, any professional affiliations, and contact information for all previous employers.

**Photograph (optional).** A photograph of yourself. Please note that your photograph becomes the property of TCF and may be used in TCF or related publications (print or electronic) as appropriate. You can submit this via email at [tcf@thecirifoundation.org](mailto:tcf@thecirifoundation.org).

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