



Connecticut  
Women's  
Education  
And  
Legal  
Fund

# CWEALF

## Intern Information Form

Fax 860.524.0804 or mail to CWEALF • 135 Broad Street • Hartford, CT 06105  
Telephone 860.247.6090

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

Address: \_\_\_\_\_

Phone (day/night): \_\_\_\_\_

Email: \_\_\_\_\_

Institution: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Advisor's Phone: \_\_\_\_\_

Areas of Interest/Concentration: \_\_\_\_\_

Hours you are available: \_\_\_\_\_

No. of hours per week? \_\_\_\_\_

When would you like to start your internship? \_\_\_\_\_ End date? \_\_\_\_\_

Why are you interested in being an intern at CWEALF?

What do you hope to gain from an internship at CWEALF?

Activities at CWEALF you would like to work on:

- Development/Fundraising
- Event Planning
- Legal Education Program
- Public Policy & Advocacy Program
- Press and Public Relations/Outreach

List the skills and experience you can bring to these activities.

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### Internship Activities

The Connecticut Women's Education and Legal Fund (CWEALF) is a statewide non-profit organization dedicated to empowering women, girls and their families to achieve equal opportunities in their personal and professional lives. Interns at CWEALF help to promote this mission by participating in a number of programs and activities. Internships are available during the school year and in the summer. All internships are unpaid and require at least 10 hours per week.

CWEALF interns should have strong communication, writing and computer skills. Interns are expected to demonstrate general work related skills such as punctuality, responsibility, and thoroughness. All interns are expected, in addition to their specific activities, to assist with general office work such as answering phones, correspondence, data entry, helping with mailings and other work as necessary. Interns will be assigned projects depending on their skills, their program requirements, and CWEALF priority activities.

**Development/Fundraising:** Understanding the way in which nonprofit organizations fundraise and establish relationships is an important tool to becoming a team player in an agency. Interns process contributions, draft letters and appeals, coordinate member outreach and acquisitions, research and contact corporate donors and foundations, and coordinate mailings of newsletters and membership renewals. Other projects include writing articles for CWEALF's quarterly newsletter and coordinating and participating in phone banks.

**Event Planning:** Interns assist with planning for special events including logistics, mailing invitations, coordinating ads for program books, follow-up phone calls, registration and general assistance the day of the event.

**Legal Education Program:** CWEALF's Legal Education Program is comprised of an Information and Referral Service and Community Education. Interns assist with follow-up surveys to individuals who have used this program. Interns may also assist with soliciting attorneys to join the attorney referral list and writing articles for the quarterly newsletter. Interns assist in developing presentation and training materials, disseminate information about the program and other CWEALF services, and help design and coordinate educational events for parents. Interns assist trainers with research on women's issues, design of training and presentation materials, duplication and development of training packets. And depending on the duration of the internship, interns may be trained to answer the I&R line to provide legal information and referrals on family, education and employment law issues.

**Public Policy & Advocacy Program:** Interns assist with updates of legal information booklets, work on legal/public policy research projects, and participate in coalition activities. For instance, through CWEALF's educational equity project interns assist with research on gender equity issues, write articles for the bi-annual newsletter, help develop training and presentation materials, participate in coalition and public policy work, and assist with general office tasks such as mailings and duplicating materials.

**Press and Public Relations/Outreach:** Interns assist with updating press lists, disseminating press releases, researching women's issues for press releases and op-ed pieces, and writing press releases. Interns also assist with dissemination of information about CWEALF's programs and services and special events.