



Teens In Public Service
employing teens serving our community

**STUDENTS:
APPLY TODAY!**

Application Deadline: 03.05.2021



TIPS Internships: More Than Just a Summer JOB.

What is Teens In Public Service? Teens In Public Service (TIPS) provides paid public service internships to teenagers, working in non-profit organizations throughout King County and the surrounding region for 6 – 8 weeks during the summer.

Why is TIPS a good choice for summer employment?

- TIPS is a rewarding summer job. You can earn a paycheck while giving back to your community.
- TIPS gives teens an inside look into how community-based services are carried out by nonprofits.
- TIPS internship participation is a valuable item on a resume or college application.

What can I expect to get out of a TIPS internship?

- Gain exposure to professional work environments in fields such as social and human services, education, youth development, and program management.
- Learn transferrable work and leadership skills which can be applied to future jobs or academics.
- Develop connections at your nonprofit and a deeper understanding of you can help meet the needs of your community.

Who should apply to be a TIPS intern?

TIPS is seeking high school students ages 15 – 19 who are interested in community service, and who are hardworking and dependable. All applicants must be able to meet our program requirements to be considered. More info can be found on our site: teensinpublicservice.org/tips-intern-faqs

What is required of TIPS interns?

Each intern is assigned 160 hours to complete at their internship. Interns are responsible for fulfilling this requirement by committing to a schedule between 20 to 30 hours/week for 6 to 8 weeks.

TIPS interns are expected to be proactive communicators, and must complete a survey responses and short writing assignments throughout the summer.

TIPS interns are committed, punctual and enthusiastic about community involvement.

You **MUST** attend 4 mandatory events:

1. TIPS Orientation – 06.09.2021 (evening)
2. Leadership Training – 7.17.2021
3. Day of Service – 7.31.2021
4. Celebration of Service – 08.20.2021

How do I apply to TIPS?

Submit **one** application and **two** letters of recommendation. Visit the TIPS website to start your application and submit your letters of recommendation.

teensinpublicservice.org/tips-intern-application/

Deadline to Apply:

Friday, March 5 @ midnight

Applications + Letters of Recommendation must be submitted by this date. No late letters or applications will be accepted!

If your application is accepted, you will be invited to interview for an internship.

Learn more and apply online at <https://teensinpublicservice.org>



Teens In Public Service

www.teensinpublicservice.org | email: apply@teensinpublicservice.org

2021 Letter of Recommendation Guidelines

Students: Please make a copy and give to the people writing your letters!

High school students must obtain **two (2) letters of recommendation** written on your behalf to accompany your TIPS intern application, due Friday March 5th, to be considered for the TIPS summer internship program. Letters of Recommendation can be provided from school teachers, counselors, coaches, religious leaders, neighbors, supervisors, volunteer coordinators, and former or current bosses. Letters of Recommendation **cannot** be written by family members or your peers.

Student applicants must upload your recommendation letters as part of your internship application. All applications with letters are due Friday, March 5th at Midnight

You will submit both of your letters of recommendation as file uploads in your TIPS internship application on the SUBMITTABLE platform.

- You will not be able to complete and submit your application without uploading both of your recommendation letters.
- Letters of Recommendation received after the deadline will not be accepted: the applicant's file will be incomplete and he/she will not be invited to a TIPS interview. This deadline is strictly enforced and TIPS will not accept any letters after March 5^h. **Please do not ask for an extension of this deadline - it will not be given.**

TO REQUEST YOUR LETTERS:

Please share the below instructions with your writers to obtain your two letters of recommendation. Make sure they are aware of the deadline for you to submit your letters by Friday, March 5 at midnight.

You should ask the two individuals who you would like to write your letters, ahead of time (you may use the letter information, below). Please make sure to check in with your letter writers before so that your letters and application can be submitted by the application deadline – March 5.

If you have any questions, please contact us at apply@teensinpublicservice.org (do not send letters of recommendations to this email address).

[Name of Applicant] _____ is applying for employment with the TIPS 2021 summer program and he/she must have two letters of recommendation to complete the application process. You are being asked to write one of the letters on behalf of this candidate.

Writing Directions

1. Please write your letter based upon TIPS Mission and how you think the applicant meets our goals.
2. Please include information on your relation to the applicant as well as how long you have known them.
3. Please keep your recommendation within the **600 word limit** (max).

TIPS MISSION:

Teens In Public Service (TIPS) is dedicated to developing future leaders committed to their communities. TIPS offers young leaders paid community service internships that link them to service while providing non-profit organizations with bright, reliable interns to help fill their workforce gaps. TIPS teens serve throughout the Puget Sound area in a variety of causes, to make a difference in the lives of others through meaningful summer work. TIPS interns are exposed to the importance of dedication and nonprofit services, and their passion helping others serves as a foundation for learning their strengths as young leaders in their community.