

INTERNSHIP

These Teens Mean Busine\$\$

A CEOs OF TOMORROW PROGRAM

A Handbook for Intern Sponsors



**CEOs of
TOMORROW**

Where Youth Entrepreneurs are Created

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Who Are We?



CEOs of Tomorrow exists to inspire the next generation of young innovators and problem solvers (4th-12th graders) to realize their potential to transform the world through social entrepreneurship, which we define as the act of creating a business designed to solve a social problem or benefit society.

Our programs are based on three foundations:

- Social Entrepreneurship Education
- Financial Literacy
- Work Readiness

The benefits of entrepreneurship education extend far beyond business ownership. Entrepreneurial skills enhance financial literacy, build leadership, develop self-responsibility, instill confidence, and promote critical thinking for success in school, home and life. These skills provide a foundation to build future successes. But there is work yet to be done as we strive to grow our impact.

These Teens Mean Business\$ Summer Internship Program

This unique program is designed for aspiring teen entrepreneurs who want to gain first-hand experience working in small businesses.

Teen interns successfully completing the internship program earn up to \$1,750 in wages plus get a jump start on a college degree. While our teens are working hard and learning from you, they earn two Madison College prior learning college credits, up to two credits from Madison Metropolitan School District or Sun Prairie School District (if applicable), and three digital badges from CEOs of Tomorrow (the “Entrepreneurial Internship” badge and the “Financial Wellness” badge, along with the “Field Experience” badge from Madison College). By the end of the summer, they complete between 90 and 144 Internship hours, which is equivalent to approximately 15-24 hours per week.

Who Qualifies? 9th-12th graders who have completed one or more of our following programs:



- **[These Teens Mean Business\\$ Academy:](#)** A 4-week business course where teens learn business principles including management, finance, marketing, and other foundational business concepts. They apply what is learned to planning and launching a 1-day social business activity.

- **[These Teens Mean Business\\$ Incubator:](#)** A 10-week social entrepreneurship-training lab where aspiring teen entrepreneurs develop, launch and test new or existing business ideas. Each business idea is designed to make money **and** promote positive change in the community.

- **[Teen Ambassadors Employment Program:](#)**

An employment and leadership program that empowers teens to engage peers in educational workshops that foster a culture of financial responsibility. Teen Ambassadors also design, test, and sell themed business-in-a-box kits for youth in fourth through eighth grades.

Visit CEOsofTomorrow.org to learn more about our organization and programs.



Why Recruit Our Interns?

CEOs of Tomorrow's Teens are Unique!



All teens participating in the [*These Teens Mean Busine\\$\\$ Summer Internship*](#) program have entrepreneurial experience through one or more of our *These Teens Mean Busine\$\$* programs and/or have successfully completed a high school business course or participated in DECA.

Beyond entrepreneurial experience, they bring with them a high level of professionalism, collaboration and teamwork, along with creativity and imagination. Our aspiring teen entrepreneurs bring with them great ambition, novel perspectives, fresh ideas, and an entrepreneurial mindset. They are eager to apply and extend their learning and ready to get down to business!

Top 5 Reasons to Participate in Our Internship Program

1. **Support aspiring teen entrepreneurs:** You could provide the opportunity for a teen to gain experience, develop skills, make connections, strengthen the resume, and experience entrepreneurship first-hand and within a real business setting.
2. **Gain Experienced Help:** Teen interns often lack experience in the field in which they are hired. However, our teens all have first-hand experience designing, piloting, and testing at least one revenue-generating business idea. Some have even gone through multiple business iterations based on product or service testing. They will come armed with entrepreneurial experience.
3. **Increase productivity:** Bringing on a teen will provide an extra set of hands. This offers you more freedom for professional staff to accomplish or pursue tasks where higher-level, strategic thinking is required or the flexibility for an intern to work on a project you wish you had more time for.
4. **Impact Financial & Educational Wellbeing:** Directly contribute to a teen's financial and educational future. Successful completion of our internship program results in a paid stipend plus earned high school and college credits. For our teens, who are largely students of color from low-income families where they may be first to attend college, these added internship benefits are significant. Providing an internship allows you to impact a teen's positive immediate and long-term future, while giving your business access to a diverse future talent pool.
5. **Give back to the community:** Hiring a teen intern is an excellent way to give back to the community of which your business is a part. It not only helps a teen in your community enhance a career opportunity, but also builds an entrepreneur talent pipeline in the city.



Internship Requirements and Expectations

Thank you for participating in the *These Teens Mean Busine\$\$ Summer Internship Program*! Our students are eager to see small business operations in action and to work with and for you. To facilitate this experience, our Youth Employment Coordinator, Beccah Raciti, is available to serve as a resource and support to you and your intern throughout the internship experience.

Dates of Internship

Internships take place any time between **June 24 and August 23, 2024**.

About the Internship

One-on-one Internship Placements

Our Youth Employment Coordinator carefully matches interns with Intern Sponsors based on common interests, needs, and availability. Internship dates, times, and work schedules are flexible. Workdays can be full time or part time. You and your intern discuss availability and agree on a schedule that works for both of you.

Ready to bring on a teen intern? Start by completing the [Summer Intern Request Form](#).

Important Dates for Intern Sponsors

- **Friday, May 1, 2024** Deadline to submit a [request](#) for an intern.
- **Tuesday, June 4, 2024** Intern Sponsor Orientation/Intern Matching 5:00 pm- 6:30 pm
- **June 24 - August 23, 2024** Internship Period
 - Mandatory Job-Readiness Training: As part of the internship program, interns are required to attend CEOs of Tomorrow training every Wednesday afternoon from 12:45pm-4:00 pm and are unable to work at their intern placements during these times.
- **Friday, August 23, 2024** Internship Celebration Showcase 9:00am-11:30am

Conducting Ongoing Intern Feedback and Final Evaluation

Regular feedback is very beneficial to the growth and development of the intern. The [Intern Readiness Agreement Form](#), completed with your intern on the first day of the internship, can serve as an excellent tool for performance reflection. The structure is largely up to you, but it is good practice to build intentional feedback into the process. Interns will set goals prior to the internship and will engage in weekly goal reflection during class times.

You will be required to complete a short intern evaluation after the intern has worked 90 hours and again at the end of the internship. Both evaluations will be focused on the Wisconsin Employability Skills categories valued by employers and will be completed through a conversation with the internship coordinator. The goal is to promote intern growth and accountability.

Internship Celebration Showcase

All students, families and internship sponsors are invited to come together for the Internship Celebration Showcase. With the support of their intern sponsors, interns showcase their experience at the Celebration Showcase on Friday, August 25, 2023 from 9:00-11:30 am. Please hold this date on your calendar.



Internship Photos and Videos: Help your intern tell their internship journey this summer on our social media platforms and at the Internship Celebration Showcase. **Please take 2-4 photos or videos per week** of your intern and their work, of you and your intern, or special events and projects supported by your intern. Photos should be placed in the shared folder [2024 Internship Photos and Videos](#).

Frequently Asked Questions

Q: Can I hire more than one teen intern?

A: Absolutely! In fact, doing so may reduce the initial anxiety that often comes with starting a new job, especially for teens. Additionally, you will gain the benefits of combined knowledge, perspective and creativity.

Q: I like my intern and would like to extend the internship. How do I go about this?

A: This is at your discretion and you may continue an internship and/or extend an offer for future employment once the internship has been completed.

Q: Can I transport my intern to lunch or a jobsite?

A: If you and your intern need to travel somewhere for a special occasion, please contact the Internship Coordinator for prior written parental approval. Interns are responsible for arranging their own rides to and from the jobsite.

Q: What if the internship is not a good fit?

A: We hold high standards for our teens and provide mandatory training in job-readiness and problem-solving skills throughout the summer. Additionally, our Internship Coordinator will contact internship sponsors and interns on a weekly basis to check in and provide guidance, where needed. If an intern placement is ultimately not a good fit and suggested strategies have not been successful, we will work with the student to seek alternative placement options.



Investing in your Intern(s)

Bringing on a teen intern is affordable for all businesses, no matter the size. Your contribution empowers teen entrepreneurs who are passionate about their community and entrepreneurship, contributes to the sustainability of our program, and positively impacts a local non-profit...us!

Simply identify your intern investment contribution amount in the [Summer Intern Request Form](#) based on the chart indicated below.

		<p>Our interns receive \$1,750 for completing 144 hours of work with their sponsor and coursework through CEOs of Tomorrow</p>
<p>\$500+ contribution Recommended for start-ups or individuals.</p>	<p>\$750+ contribution Recommended for small businesses.</p>	<p>\$1,750+ contribution Recommended for medium to large businesses.</p>
<p>HOW WE <i>thank you</i></p> <ul style="list-style-type: none">• at least two business spotlights on social media• logo on internship program page of our website• logo on Internship Celebration Showcase Program• CEOs of Tomorrow swag		<p>contributions</p> <ul style="list-style-type: none">• are tax deductible• make a direct impact on youth and your community! <p>If the listed contributions aren't in your budget, contact us.</p>

A contribution invoice will be sent to you at the start of the internship with a due date within 4 weeks of your intern's start date. All contributions are tax-deductible. A tax receipt will be provided to you by CEOs of Tomorrow.

Thank you for supporting our teen interns!

An internship is a valuable opportunity for our students to experience real, meaningful work while helping them set future college and career goals. Internships empower, build confidence, and help our teens learn they can **and** do belong in the business and entrepreneurship fields. We couldn't do this without your support!

The CEOs of Tomorrow team is available as a resource to you and your business throughout this process. Never hesitate to reach out to ask a question, share a compliment, or brainstorm an intern development conversation. Your feedback on this process is necessary for the continual growth and development of our program. We want to do everything in our power to ensure this experience is beneficial for you and our interns. We will check in with you (virtually or in person) three times during the internship to get feedback about your intern and the program. Whenever you have questions, we are available for you!

Questions?

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Major Supporters

The work of CEOs of Tomorrow's internship program is only possible thanks to the ongoing support of these partners who join us in inspiring our youth to reach their full potential.



Sun Prairie Area
School District
Futures depend on us...every child, every day.

