



OPEN HAND OF FREDERICKSBURG

INTERN HOST SITE COMMITMENT AGREEMENT

We, _____ (company name) have agreed to host a GRAD intern under Open Hand of Fredericksburg's GRAD Intern Program. We have agreed to host _____ intern(s).

This form serves as a formal agreement between Open Hand of Fredericksburg and _____, (company name) whereby our organization agrees to partner with Open Hand of Fredericksburg by hosting _____ intern(s) for their _____ week GRAD Intern program.

We, _____ (company name) understand and agree that Open Hand of Fredericksburg is responsible for handling all payroll functions for each intern, i.e. submission of timesheet, issuance of paycheck, deduction of taxes, etc. The GRAD Intern Program runs from September to December.

As an intern host site we agree to the following:

- Provide participants with work experience that is valuable and meaningful for both the intern(s) and the organization. Provide work experience that will aid in the development of skills and work habits, which will assist the intern in obtaining employment in the future.
- Participate in one training session prior to the beginning of the internship and we agree to attend the closing program.
- We agree to provide an opportunity for the intern(s) to work a maximum of 120 hours over the 6 week internship with sufficient work/tasks, as well as, adequate equipment/materials to perform the job as outlined in the intern description form.
- We agree to abide by all federal and state labor laws. We agree to provide at least a one-half hour break when participant is working more than 5 continuous hours in a shift.
- We agree to provide participants with a worksite specific orientation.
- We agree to accurately verify timesheets so that intern can submit them to the GRAD program coordinators for each pay period in a timely manner.



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• We agree to 1 to 2 worksite visits by the program manager and during these visits we agree to provide access to our worksite, the intern's immediate supervisor(s), and to the intern.

Please print your information where applicable

Company Name: _____

Company Contact Person: _____ Title: _____

eMail: _____ Phone: _____

Address: _____

Contact's Signature _____ Date: _____