



## 2024 Municipal/County Government Internship Signature Form

 This form with all signatures, **in addition to the online application**,  must be received by **March 3, 2024**.

Internship Title:

Host Municipality  
or County Name:

Supervisor's Name Printed ▲

Supervisor's Signature ▲

Supervisor's Title ▲

Date ▲

Town/City/County Manager Signature▲

Manager Title ▲

Date ▲

Supervisor: The supervisor's signature indicates that you understand your responsibilities and are prepared to provide a positive learning experience for a student intern.

Town/City/County Manager: Indicates review and approval of the intern request and assures **that the intern will be appropriately employed and paid**.

The 2024 Maine Government Summer Internship Program will run from Tuesday, May 28<sup>th</sup> through Friday, August 16<sup>th</sup> for a total of 12 weeks. Interns are considered full-time temporary unclassified employees of the local or county government in which they are placed.

**Your local or county government is responsible for paying the intern's wages of \$15/hour as well as all appropriate federal and state withholdings/contributions. You will also pay \$250 per intern to the Margaret Chase Smith Policy Center to partially support administrative costs of the Program.**

The above signatures demonstrate that your local or county government agrees to employ the intern and will pay the intern's compensation and the administrative fee.

**Please e-mail this signature form to:**

Peggy McKee

Margaret Chase Smith Policy Center

Phone: (207) 581-1644 Email: [margaret.mckee@maine.edu](mailto:margaret.mckee@maine.edu)