

2026

# InternConnect HANDBOOK

Welcome to the Summer Internship Program

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# PROGRAM OVERVIEW

The Greater Sarasota Chamber of Commerce Summer Internship Program is designed to connect local employers with talented high school and college students for meaningful, paid summer work experiences. The program supports workforce development by helping interns build career-ready skills while assisting employers in developing future talent. Employers are eligible for reimbursement up to \$3,000 at the end of the program. The program is funded by the Charles and Margery Barancik Foundation.

**Program Name:** InternConnect

**Program Duration:** June 1, 2026 – July 31, 2026

**Key Dates:**

- Intern Orientation Event: Wednesday, May 27, 2026, 3-5 PM
- SPARK Interns Summit: Date TBD
- Program Closing Celebration: Tuesday, August 4, 2026, 6-7:30 PM (Tentative)



# PROGRAM GOALS

- Provide students with hands-on, skills-based work experience
- Increase awareness of local career opportunities
- Support employers with emerging talent
- Strengthen Sarasota's workforce pipeline

# INTERN ELIGIBILITY

## Interns Must:

- Be a graduating high school senior or currently enrolled college student
- Be legally authorized to work in the United States
- Commit to the full internship schedule as agreed upon with the employer
- Complete all required program forms and orientations

# EMPLOYER ELIGIBILITY

## Participating Employers Must:

- Be located in Sarasota/Manatee County
- Provide meaningful work aligned with intern learning goals
- Designate a workplace supervisor or mentor
- Comply with all applicable wage and labor laws



# APPLICATION & PLACEMENT PROCESS

- Interns submit an application through the Chamber's designated platform
- Interns may participate in a screening or intake interview
- Employers submit internship role descriptions
- The Chamber facilitates intern-employer matching
- Final placement is confirmed with both parties

# COMPENSATION & WORK SCHEDULE

- All internships are paid positions
- Hourly wage: minimum \$15
- Typical work schedule: 20-25 hours per week for 9 weeks
- Interns are paid directly by the employer unless otherwise specified



# INTERN RESPONSIBILITIES

## **Interns are expected to:**

- Maintain professional behavior, punctuality, and attendance
- Follow employer policies, onboarding and workplace procedures
- Communicate clearly with supervisors
- Complete assigned tasks to the best of their ability
- Participate in InternConnect program orientations, check-ins, and evaluations
- Attend InternConnect Program activities and scheduled events

# EMPLOYER RESPONSIBILITIES

## **Employers are expected to:**

- Provide a safe, respectful, and inclusive work environment
- Offer structured training and mentorship
- Assign meaningful, career-related tasks
- Provide regular feedback and supervision
- Complete required evaluations or reports

# SUPERVISION & MENTORSHIP

**Each intern must have a designated supervisor who will:**

- Orient the intern to the workplace
- Set clear expectations and learning objectives
- Meet regularly with the intern
- Serve as the primary point of contact



## PROFESSIONAL CONDUCT

**Interns must adhere to:**

- Employer dress code and workplace standards
- Confidentiality requirements
- Appropriate use of technology and social media
- Anti-harassment and nondiscrimination policies

**\*Failure to comply may result in dismissal from the program.\***

# ATTENDANCE & TIMEKEEPING

- Interns must report hours worked accurately and on time
- Employers must keep accurate records of intern time of employment
- Absences must be communicated in advance to the supervisor
- Excessive tardiness or absences may result in removal from the program

# PROBLEM RESOLUTION



## **If issues arise:**

- Interns should first speak with their workplace supervisor
- If unresolved, contact the Chamber program coordinator
- The Chamber reserves the right to reassign or terminate placements

# EVALUATIONS & PROGRAM COMPLETION

- Interns may be required to complete a final reflection or survey
- Employers may complete a performance evaluation
- Successful completion may include a certificate or recognition

# EMPLOYER REIMBURSEMENTS

- **The following must be submitted no later than Aug. 31.**
  - Records of hours during employment
  - Reimbursement Application
  - Last Paystub with Year-to-date
- Form W-9, Request for Taxpayer Identification Number and Certification
- Note: The Sarasota Chamber and InternConnect Program do not verify employment eligibility, worker classification, or tax documentation. These responsibilities remain with the participating employer.

## PROGRAM CONTACTS

**Program Coordinator:** Lorene Bauck  
**Email:** [lbauck@sarasotachamber.com](mailto:lbauck@sarasotachamber.com)  
**Phone:** 941-556-4058

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**Phone:** (941) 955-8187  
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# ACKNOWLEDGEMENT

Please acknowledge that you have read and understand the guidelines of the InternConnect Handbook by scanning below. Thank you.

**Intern**



**Employer**

