

INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: CWagner@co.broome.ny.us

(Section 1) Requesting Department Information	
Department/Division	Department of Social Services
Mission Statement	We promote self-sufficiency and assure te protection of vulnerable individuals. We value the needs of our customers, the contributions of our staff and the participation of our community. We achieve our goals through a culture which encourages continuous improvement.
Contact Person Information	Name: Jodi Bouyea Title: Coordinator of Volunteer Services Email: jbouyea@co.broome.ny.us
	Phone: 607-778-2681 Fax: 607-778-2710
	Address: 36 - 42 Main Street, Binghamton, NY 13905
Send Applications Via	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Date Form Completed	10/10/08

(Section 2) Internship Information	
Position Name	Volunteer Tax Assistor - VITA program
Job/Project Description	Provide free basic tax return preparation for eligible taxpayers.
Experience/Skills Desired	Basic tax knowledge. (Basic tax training and certification will be provided as needed). Basic computer skills for inputting tax return information. Perform tasks completely and accurately. Interviewing skills. Prefer students who are Seniors and/or Graduate in the school of Management, Economics, Accounting, Business.
Additional Notes	Interns will attend basic and/or refresher tax law training and certification as needed, including the use of electronic filing software. Interns must successfully pass a test on required tax law knowledge. They will directly prepare customer's return based on information provided by customer or answer tax related questions. Interview customer to determine if all income, deductions and allowable credits are claimed. Prepare only those

	<p>tax returns for which training and certification were provided. Prepare tax returns using electronic filing software. Refer customers with complex returns to IRS web site or help number, or to a tax practitioner or firm. Identify all returns with the Site Identification Number assigned to your site. Maintain confidentiality of customer information. Ensure on-site quality review is performed on completed returns prior to being returned to customer. Ensure a copy of the completed return is provided to the customer. Adhere to the Title VI by not denying service to anyone based on race, color, sex, age, national origin or disability. May be required to take and pass any additional tax courses. All training and courses are free to intern. Must participate in training two weeks in December. Credit will be given towards internship for attending training.</p>
Time Preference	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> No Preference

(Section 3) Compensation

**Interns must be paid according to the current year's pay schedule and according to classification*

Compensation*	Unpaid
School Credit	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> No Preference

(Section 4) Internship Availability – Check All That Apply

Type of Intern Desired	<input type="checkbox"/> HS <input type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	6
Time Period	Spring