**Alaska Conservation Foundation**

**Conservation Internship Program**

**2015 HOST ORGANIZATION OVERVIEW**

Successful Host Organizations for ACF Conservation Interns embody the following combination of factors:

* Organizations provide a diversity of meaningful projects/opportunities
* Organizations align with ACF’s mission and fit with the Collective Conservation Strategy
* Organizations have the capacity to provide an excellent learning experience to an intern
* Past performance as a host organization, if applicable
* Current standing with ACF (i.e., current with all reporting requirements)

**Host Organization Role and Responsibilities**:

* Work with ACF to create a job description for recruiting prospective students
* Create an independent project and work plan for the intern
* Identify low-cost, temporary housing for the intern prior to their arrival
* Provide appropriate workspace and equipment
* Provide direct supervision
* Orient the intern to the host organization and local community
* Provide the intern with relevant work and opportunities to learn
* Provide an active mentorship to the intern, both while they are in Alaska and ideally beyond
* Keep ACF informed of the intern's work and any challenges
* Cover overhead expenses related to hiring an intern
* Complete an intern evaluation

ACF supports host organizations through the activities outlined and financial support for Intern stipends and travel costs.