



## Unpaid Internship Agreement

### Our Policy

KCBI is an established Christian radio ministry with the mission of “Being a Discipleship Force in North Texas.” It provides unpaid internship opportunities for students seeking to gain practical knowledge and application of skills within a radio ministry environment that does not gain immediate advantage from activities performed. The internship opportunities will not displace the positions of regular employees.

**Department** \_\_\_\_\_

### Duration and Schedule

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### In Case of Emergency, Notify:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Special Skills or Experience Provided

- Exposure to Radio Ministry Skills – Music, Programming, Traffic/Scheduling
- Assist with KCBI Promotional Events
- Assist with KCBI Prayer Station

### General Activities

- Exposure to Ministry Planning and Programming, On-Air Activities, Business Relations, Development/Marketing
- Discussion of Ministry-Related Topics
- Practicing Ministry-Related Skills



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In exchange for the opportunity to learn radio ministry activities within 90.9 KCBI:

- I understand that this Unpaid Internship is an academic privilege, and that I am expected to exhibit Christ-like behavior.
- I agree to comply with the office routines and schedules of KCBI and follow any reasonable instructions that I may be given.
- I understand that my status at 90.9 KCBI is not that of an employee and I do not expect any compensation or benefits in connection with my activities within or connected with the radio ministry.
- I agree that I will advise 90.9 KCBI of, and may decline to participate in, any undertaking for which I am not confident or qualified to perform.
- I acknowledge and accept responsibility for my own actions and will hold 90.9 KCBI blameless should my conduct lead to the physical injury or property damage of others.
- I understand that I will be reimbursed for any approved personal funds I expend that benefit 90.9 KCBI during my Unpaid Internship.
- I understand that my status as an Unpaid Intern may be maintained only for so long as I am actively enrolled in college and I will advise 90.9 KCBI if this status changes.
- I understand that the activities that I will participate in during this Unpaid Internship are meant to increase my knowledge and skills, and that 90.9 KCBI will derive no immediate benefit from these opportunities.
- I acknowledge that the Unpaid Internship is not intended to displace regular employees, and will add to the normal work activities of the regular employee who mentors me.
- I understand that I will not be provided with a job at the end of this Unpaid Internship, and no promise has been made to me of employment upon entering or concluding the Internship Program.



# Unpaid Internship Agreement

## Agreement and Signature

This document is not an employment contract, but specifies the goals and purposes of the Unpaid Internship Agreement discussed in this document between the Unpaid Intern and 90.9 KCBI.

**Name of Unpaid Intern (please print)** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Name of Department Mentor (please print)** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Name of School (please print)** \_\_\_\_\_

**Name of School Student Supervisor/Advisor (please print)** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Name of Human Resources Director (please print)** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_