

**THE NEW YORK STATE BROADCASTERS ASSOCIATION, INC.**  
**1805 Western Avenue**  
ALBANY, NEW YORK 12203  
(518) 456-8888

**2019 NEW YORK STATE BROADCASTERS ASSOCIATION  
INTERN PROGRAM GUIDELINES &  
ACKNOWLEDGEMENT FORM**

SUMMARY DESCRIPTION OF PROJECT:

It is the intention of this program to provide participating students (to be known as “interns”) the opportunity to witness and experience “first hand” the operational procedures of a radio or television station.

ELIGIBILITY REQUIREMENTS:

It is the intent of this program to actively recruit and hire interns that are:

- At least 17 years of age
- Residents of New York State and/or attending school in New York State
- First time entrants into the program

THE SELECTION PROCESS:

Recruitment - As the program seeks to attract potential candidates on a competitive basis, all participating stations should:

1. Advertise the NYSBA Intern Program on the air
2. Advertise the NYSBA Intern Program on your social media sites
2. Circulate announcements to educational institutions and programs.

Selecting - **The final selection is at the station’s discretion.** All interns should apply for the program via written letter of application, in addition to the station’s normal hiring procedure. Following the selection of your candidate, complete and return the Participant Information Form to the NYSBA office.

PROGRAM PARAMETERS:

Stations shall pay Interns in an amount equal to the relevant minimum wage laws and regulations. Upon submission of the proper forms, NYSBA will then reimburse stations directly in an amount consistent with the relevant minimum wage laws. Stations participating in the program are eligible to be reimbursed for training up to a maximum of 180 hours. The station warrants that it will pay the Intern consistent with the above specified parameters. The station may decide to independently hire the intern for more hours or for more money per hour. The internship program provides equal opportunities (EEO) to all internship applicants without regard to race, color, religion, sexual orientation, gender, national origin, age, disability or genetics. Intern selection shall comply with all relevant federal and state EEO requirements as well as all relevant federal and state labor laws and regulations. All interns must be paid by the station directly within 15 days of completing their hours. We will reimburse stations within 15 days of receipt of your paperwork.

**Only NYSBA dues paying member stations in good standing that participate in the NCSA program throughout the year will be reimbursed.**

## TRAINING:

After an orientation session designed to introduce the intern to their new training environment, the intern should be exposed to the full gamut of experiences germane to the broadcasting industry. The intern training developed by the participating stations should include the areas outlined in the enclosed NYSBA checklist. Once exposed to the various departments in the station, the intern and his/her manager should choose an area of interest for more sophisticated training. (This should occur after one-half to two-thirds of the internship is completed.)

As part of the Internship Program, selected Interns may be asked to participate in the NYSB's social media program for Interns.

## REIMBURSEMENT PAPERWORK DEADLINE:

**Please note, all final paperwork must be submitted to the NYSBA by December 15<sup>th</sup> for reimbursement.**

### As soon as possible to receive funds (first come first serve basis):

1. Return the Acknowledgement Form with your signature.

### As soon as the intern is hired:

1. Return the Participant Information Form (you must send Sandy the interns name/contact info as soon as they are hired).

### At the conclusion of the internship:

A final report must be forwarded to the NYSBA and must contain the following (**all paperwork must be in our office 15 days after your intern finishes their hours**):

1. A written evaluation of the experience by the supervisor on the intern's performance and attitude, as well as comments regarding the program in general.
2. A written evaluation of the experience by the intern including the intern's intentions to further a career in broadcastings, showcase what their future plans are.
3. Copies of time cards/sheets/rate paid signed by the intern and station management. Without copies of the intern's signed time sheets, the NYSBA cannot prove the intern's employment at the station, thereby jeopardizing reimbursement.
4. The return of the NYSBA Intern Department Checklist.

**ACKNOWLEDGEMENT FORM (return ASAP):  
THE STATION HEREBY AGREES TO PARTICIPATE IN THE NEW YORK STATE  
BROADCASTERS ASSOCIATION'S INTERN PROGRAM AND WILL ABIDE BY THE  
GUIDELINES OUTLINED ABOVE.**

**Only NYSBA dues paying member stations in good standing that participate in the NCSA program throughout the year will be reimbursed.**

The Internship will be: \_\_\_\_ Immediately/Spring Semester 2019 \_\_\_\_ Summer 2019  
\_\_\_\_ Fall Semester 2019

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Station Contact Name & Title

Call Letter(s) \_\_\_\_\_ (telephone) \_\_\_\_\_

Full Address: \_\_\_\_\_ (email) \_\_\_\_\_

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Station's Minimum Wage rate for 2019: \_\_\_\_\_

Contact email for person who should receive all NCSA spots (spots need to be aired on your station throughout the year: \_\_\_\_\_.

Affidavits/proof of performance should be sent directly to Sandy's attention at the office or emailed.

Please return to - or more information, please contact:  
Sandy Messineo - [sandy@nysbroadcasters.org](mailto:sandy@nysbroadcasters.org)

NYSBA  
1805 Western Ave  
Albany, NY 12203

THE NEW YORK STATE BROADCASTERS ASSOCIATION  
INTERN PROGRAM 2019

**PARTICIPANT INFORMATION FORM**

**Please complete the following form and return it to the NYSBA as soon as you hire your intern.**

STATION CALL LETTERS & CITY:

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INTERN'S NAME:

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INTERN'S ADDRESS:

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INTERN'S EMAIL ADDRESS (school & personal to stay in touch):

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NAME OF SCHOOL OR COLLEGE:

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MAJOR: \_\_\_\_\_

SEMESTER/GRADE:

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Return to: NYSBA – INTERN PROGRAM  
1805 Western Avenue  
Albany, New York 12203  
[sandy@nysbroadcasters.org](mailto:sandy@nysbroadcasters.org)  
518-456-8943 fax

# NEW YORK STATE BROADCASTERS ASSOCIATION INTERN PROGRAM

## INTERN TRAINING DEPARTMENT -- CHECKLIST

To ensure the intern receives proper orientation, it is important that he/she have first-hand experience in each of the following areas. Please check the areas experienced by the intern and return this form to the NYSBA at the completion of the program.

Programming/Music	_____
News	_____
Production/Continuity	_____
Sales	_____
Traffic/Bookkeeping	_____
Technical/Engineering	_____
Digital	_____

Toward the end of the program (the remaining 40 to 50 hours) it is permissible (even encouraged) to have the intern focus on the one area that most appeals to him/her for more in-depth concentration of effort.

NYSBA – INTERN PROGRAM  
1805 Western Avenue  
Albany, NY 12203  
[sandy@nysbroadcasters.org](mailto:sandy@nysbroadcasters.org)  
518-456-8943 fax