



Title: UNPAID INTERNSHIP, FELLOWSHIP & ADMINISTRATIVE VOLUNTEER'S POLICY		
Subject: HUMAN RESOURCES & LEGAL AFFAIRS	Page: 1 of 6	Policy Number: 06.80.00
Category: DISTRICTWIDE POLICY	Approval Date: 10/29/2020	Last Revised Date:

POLICY STATEMENT:

The Forest Preserve District of Cook County (the "District") recognizes the significant benefits that derive from the use of unpaid internships/fellowships and administrative volunteers in support of the District's mission. This policy outlines specific procedures and requirements that govern individuals who will serve in these capacities including: to whom this policy is applicable, guidelines on what these individuals may or may not do in the course of their assignment, a process by which these unpaid assignments must be requested and approved through the Department of Human Resources, and a requirement for background checks for unpaid assignments which are in excess of seven calendar days in duration and/or which involve unsupervised access to District property or activities.

PURPOSE:

The purpose of this policy is to outline specific procedures and requirements that govern individuals who will serve as a District unpaid interns, fellows, and/or administrative volunteers.

AFFECTED AREAS:

This policy applies to all individuals seeking an unpaid internship/fellowship and/or administrative volunteer opportunities at the District. This policy does not include volunteer stewards or other volunteers directly managed and/or supported by the Volunteer Resources Center.

DEFINITIONS:

Unpaid Internships/Fellowships: Unpaid Internships and Fellowships are education or training programs that are designed to provide students with professional experience in furtherance of their education and/or training and are academically oriented for their benefit, similar to the training that one would receive in an educational environment. All duties assigned to the intern/fellow must be for educational or professional benefit, and the intern/fellow must work under close supervision of District staff for the duration of the agreed upon period.

"Unpaid Interns/Fellows" are individuals who meet one of the following circumstances:

1. Are enrolled at an accredited college, university, law school, community college or high school and who are engaged in experiential learning in the workplace in return for academic or course credit.
2. Are obtaining work experience that is required for professional licensure or certification under the supervision of a licensed or certified professional (e.g., Social Workers, Engineers, Nurses, and Accountants) for a period not to exceed 18 months in duration.
3. Are obtaining general work experience and/or work experience at the District through a recognized District partner's sponsored program.

Administrative Volunteers: Administrative volunteers are individuals who offer their services for an agreed upon period without cost to the District.

PROCEDURE/PROCESS:**A. Request & Approval Process:**

1. An individual completes the "Unpaid Internship/Fellowship & Administrative Volunteer Request Form" ("Request Form").
2. The individual submits the completed Request Form to the appropriate staff contact as described in the Request Form.
3. The District Department Head that receives a Request Form will review and submit the Request Form and a response to the Director of Human Resources and the Director of Compliance.
4. The Director of Human Resources and the Director of Compliance will review the Request Form and Department Head response.
5. If the Department Head approves the Request Form and it complies with this policy, the Human Resources Department will send an invitation for the unpaid intern/fellow and/or administrative volunteer to complete a background check, if applicable.
6. Once steps 1-5 are completed, the Human Resources Department will confirm with the Department Head regarding when the unpaid intern/fellow/administrative volunteer are approved to start.

- B. Limitations:** No individual engaged under the provisions of this policy will be under 16 years of age and any individual who has not yet attained 18 years of age must receive parental permission to participate in the specific District activity or experience proposed.

An unpaid intern/fellow and/or administrative volunteer may not:

- Be supervised by a relative or other individual who would be considered in violation of the District's policy on nepotism and fraternization.
- Receive compensation from the District.
- Receive employment-related benefits available to employees.
- Be offered any promise of District employment that is contrary to the Employment Plan and/or other District related policies.
- Be coerced or pressured to perform their duties in any fashion.
- Operate District-owned vehicles.
- Operate heavy equipment, unless specific exceptions have been requested and approved by the supervising Department Head and are not contrary to District vehicle/equipment policies, and other Cook County risk management policies.
- Handle and/or receive any District cash and/or credit cards.

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- Be left alone at any time with minors.

C. Documentation Requirements:

1. Completion of the Request Form.
2. Completion of the Waiver Form.

RESPONSIBILITY:

Department Heads: Department Heads are responsible for managing the implementation of this policy.

District Employees: All District employees are required to comply with this policy.

TRAINING REQUIREMENTS:

N/A

COMMUNICATION PLAN:

- 1) This policy should be distributed to all relevant District employees.
- 2) This policy should be added to the District shared drive, website, and intranet.

REFERENCES:

Forest Preserve District of Cook County

[Nepotism & Fraternization Policy](#)

[Vehicle/Equipment Policy](#)

POLICY LEAD: [Anthony D. Tindall](#)
Policy & Sustainability Manager

APPROVAL: [Arnold Randall](#)
General Superintendent

POLICY HISTORY:

Approved: 10/29/2020

Revised: **Revised:**

If you have questions, comments, or suggestions concerning District policies, please contact:

Forest Preserve District of Cook County
Office of the General Superintendent
69 W. Washington St., Suite 2040, Chicago, IL 60602
Email: FPD.Policy@cookcountyil.gov



APPENDIX A:
Unpaid Internship/Fellowship & Administrative Volunteer Request Form

CONTACT INFORMATION:

1. Name of Individual: _____
2. Address, City, State, Zip: _____
3. Phone: _____
4. Email: _____

POSITION OF INTEREST: *(Select One)*

Internship: _____ Fellowship: _____ Administrative Volunteer: _____

INTEREST:

1. What Are You Interested in Doing or Learning at the Forest Preserves? *(Briefly Explain):* _____

2. Why Are You Interested in This Unpaid Opportunity? *(Briefly Explain):* _____

3. Please Check Days Available:
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____
4. How Often/Frequency:
Daily: _____ Weekly: _____ Once A Month: _____ Twice A Month: _____ Other: _____
5. Please List the Times You Are Available: _____

EMERGENCY CONTACT INFORMATION:

This information is collected so that a supervisor will know whom to contact in the event you require medical attention and are unable to communicate. In an emergency, staff is directed to contact 911.

Name: _____
Relationship: _____
Best Phone: _____
Best Email: _____

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APPENDIX A:

Unpaid Internship/Fellowship & Administrative Volunteer Request Form (Continued)

DOCUMENTATION: Please submit two copies of identification with this Request Form. Identification includes a Photo I.D. such as: Driver's License, State Identification Card, or Student Identification Card.

SUBMISSION: Please submit this form and required documentation to the Department in which you desire an unpaid opportunity. The contacts for those departments are set forth below.

The Planning & Development Department: Email: felicia.phillips@cookcountyil.gov	The Landscape Maintenance Department: Email: susan.rohner@cookcountyil.gov	The Resource Management Department: Email: brittany.baumer@cookcountyil.gov
The Permits, Rentals & Concessions Department: Email: david.panitch@cookcountyil.gov	The Office of the General Superintendent: Email: Sharon.Williams@cookcountyil.gov	The Legal Department: Email: rolanda.sudduth@cookcountyil.gov
Facilities & Fleet Maintenance Department: Email: amanda.grant@cookcountyil.gov		

FOR OFFICE USE ONLY: (Only District Staff to Complete)

Department: _____
District Location: _____
Is an Email Address/Computer Access Necessary: *(Yes or No)* _____
Any Additional IT/Equipment Needs: _____
Assigned Supervisor: _____
Assigned Supervisor Phone: _____
Assigned Supervisor Email: _____
Note: _____

DISTRICT APPROVALS:

Department Head Name: *(Print)* _____
Department Head Signature: _____
Date: _____

If email/equipment is required and available:

Chief Finance Officer Approval Signature: _____
Date: _____

Director of Human Resources Signature:
Date: _____

Director of Compliance Signature:
Date: _____

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APPENDIX B: Unpaid Internship/Fellowship & Administrative Volunteer Waiver Form

UNPAID OPPORTUNITY ROLE: In this role, I have chosen to donate my time to the Forest Preserve District of Cook County (the "District"). I am not an employee and will not receive compensation for my time with the District. I understand that this unpaid opportunity is in no way a promise of future District employment/.

UNPAID OPPORTUNITY DUTIES: I will follow all the rules and regulations of the District and will follow all directions and instructions given.

LIMITATION OF EXTENT OF DUTIES: I am not authorized to enforce the rules and regulations of the District but will notify District staff when violations of rules and regulations are observed.

CONDUCT: I will conduct myself in a professional manner and present a positive image of the District. This includes being respectful and helpful to other District visitors, volunteers, and District staff.

MEDIA CONTACT: In my role, I understand that I do not represent the District in an official capacity and will not write or speak to the media on behalf of the District.

AT WILL ROLE: I understand that my services are subject to the above statements and to all codes of conduct of the District. Failure to follow directions and instructions or violation of any of the rules, regulations, policies, or codes of conduct can result in the immediate end of the unpaid opportunity.

LIABILITY WAIVER: I understand that there are certain risks of injury in any position, particularly in working outdoors. I will make reasonable efforts to ensure my own safety and the safety of other District visitors, volunteers, and District staff. Any damage or injury to third parties due to my own acts or omissions is my responsibility, and liability insurance for such damages or injuries is my own responsibility. This includes transportation and travel to and from the District. I release and discharge the District and its Commissioners, officers, employees, and certified volunteer leaders from any claims that they may have against me arising in connection with this unpaid opportunity. In addition, I agree to indemnify, defend, and hold harmless the District, its Commissioners, officers, employees, and volunteers from any liability asserted against them arising out of this unpaid opportunity.

PHOTO WAIVER: I hereby grant and convey to the Preserves all rights, title and interest in any and all photographic images and video or audio recordings made by or on behalf of the Preserves during my volunteer work for the Preserves, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I further agree that the Preserves may photograph and/or videotape me while I am engaged in volunteer work at the Preserves and that the Preserves retain the rights to use these visual images and recordings in any manner without compensation to or prior authorization by me.

As an Unpaid Intern, Fellow, &/Or Administrative Volunteer, I Have Read & Agree to This Waiver Form:

Printed Name: _____
 Individual Signature: _____
 Individual Phone Number/Email: _____
 Date: _____

If Under 18 Years Old, Parental or Guardian Consent:

Printed Parent/Guardian Name: _____
 Parent/Guardian Signature: _____
 Parent/Guardian Phone Number/Email: _____
 Date: _____

As a District Partner Organization, I Have Read & Agree to This Waiver Form:

Partner Staff Contact Printed Name: _____
 Partner Staff Contact Individual Signature: _____
 Partner Staff Contact Phone Number/Email: _____
 Date: _____