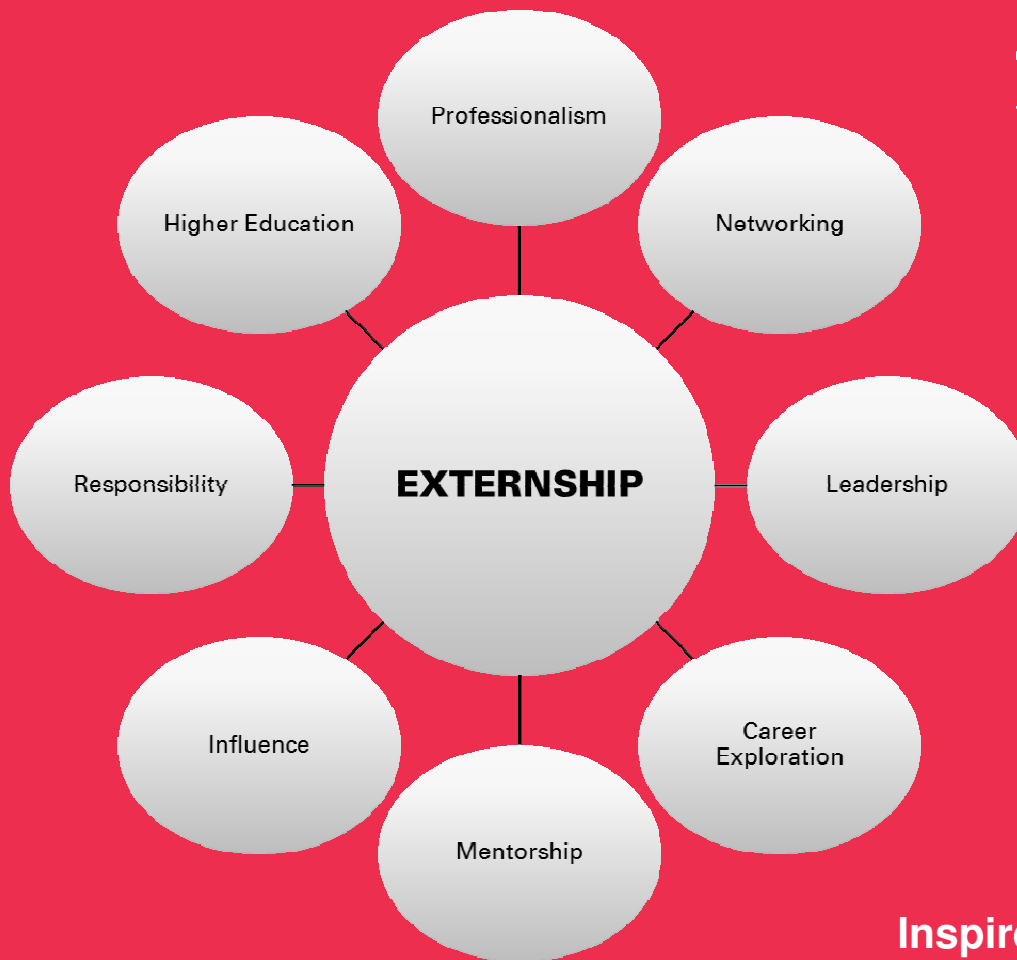


BECOME AN EXTERNSHIP SPONSOR



**girls
inc.**
of Orange County

Mission

To help prepare today's girls for tomorrow's world.

Dates and Hours of the Program

July 10-August 4, 2017

Approximately 20 hours per week for 4 weeks

Objectives of the Externship Experience

To provide young women with hands-on career exposure in industries such as engineering, technology, business, and science.

To identify an Extern's field of interest and expose her to positive adult role models with careers in those fields.

To encourage young women to pursue a college education and provide them the information needed in order to achieve their goals.

Inspire a young woman!

Introduce an Extern to her future career as a chemist, engineer, teacher, botanist, law enforcement officer, doctor, entrepreneur, zoologist, lawyer...

For more information, please contact Jessica Ross, Volunteer & Externship Coordinator,
at (714) 597-8612 or jross@girlsinc-oc.org



Externship Program Overview

Girls Inc. of Orange County believes in setting a precedent for future success by equipping girls with practical tools today. A comprehensive college and career readiness program, the Externship Program, provides girls both hard and soft skills not only through training days on college campuses, but also through an 80 hour externship at a local Orange County business, including Fortune 500 companies. Girls also receive a \$500 stipend accompanied with economic literacy education.

Program Topics Include:

Development Days



- ◆ Professional etiquette
- ◆ Public speaking and elevator speeches
 - ◆ Networking
 - ◆ Interviewing
- ◆ Microsoft Office
- ◆ Introduction to diverse careers

Externship Placement



- ◆ Event planning
- ◆ Presenting to small groups
 - ◆ Drafting reports
 - ◆ Creating memos and newsletters
 - ◆ Shadowing staff
- ◆ Participating in meetings
 - ◆ Managing phones

Economic Literacy and College Readiness



- ◆ Financing college
- ◆ Building credit and healthy borrowing
 - ◆ Money management
 - ◆ Requirements for a bachelor and graduate degrees
- ◆ On-campus resources

Get Involved!

Host an Extern

Sponsor an Extern

"The Externs continue to amaze us with their professionalism and eagerness to learn and gain experience throughout the program. Not only do we see the participants benefitting from the time spent in our offices, but we also see our employees benefitting from the interaction"

Maddie Schotl, Community Relations Coordinator, DPR Construction



Externship Program Report

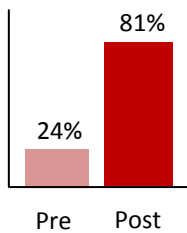
Girls Inc. Bill of Rights #6

Girls have the right to prepare for interesting work and economic independence.

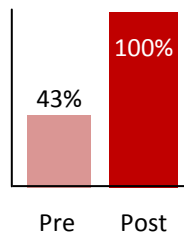
The Externship Program provides girls entering the 11th grade the opportunity to gain an early edge in the workforce with not only classroom training but with real-life professional experience.

Evaluation Data

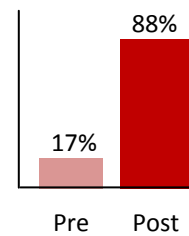
Participants who gained valuable job skills



Participants who gained awareness of diverse careers and their own interests and abilities

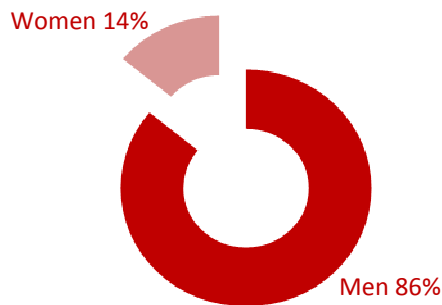


Participants who demonstrated understanding of money management



The Externship Program confronts the realities of women in leadership today and redirects girls to a successful future tomorrow

80%
of single family households are headed by women



Senior S&P 500 Executives

“Teen girls who are key to closing the gender gap appear to face an age-old and powerful barrier: gender bias, and specifically biases about their leadership.”

-Harvard Graduate School of Education study

EXTERNSHIP SPONSOR FAQ's

WHAT DOES AN EXTERNSHIP SPONSOR DO?

From July 10 – August 4, Externship Sponsors provide Externs with relevant, hands-on experience at the job site, provide a supportive and educational work environment, assign tasks to Externs that are associated with the Sponsor's position, and provide an enriching experience. While the Externs can absolutely provide support by answering phones and filing, activities such as shadowing staff, completing small projects, computer based tasks, and attending meetings should also be a part of the Extern's experience. *Please note that we cannot accept Sponsors who work from a home office.* If a placement is not possible at your job site due to privacy/security practices, you are still welcome to sponsor an Extern's placement. We have a number of partner non-profit organizations who would be happy to host an Extern on your behalf.

DO EXTERNS RECEIVE COMPENSATION?

Yes. Externs receive a \$500 stipend upon completion of the externship program. Sponsors are asked to provide a tax-deductible donation of \$1,000, of which \$500 is used for the Extern's stipend and the remainder is used to offset administrative costs and program expenses. Externs are considered a volunteer for your company and therefore, your human resources department need not be concerned about placing them on the payroll or issues such as worker's compensation coverage.

WHAT IS OUR COMPANY'S LIABILITY?

Externs and their parents sign liability, medical and media releases in order to participate in the program. These releases exempt Externship Sponsors from liability.

WHO ARE THE EXTERNS?

11th grade High School girls ages 15 – 17, from Orange County. All Externs are required to have completed the Externship Training Program, running from March through June. Through the training program, Externs participate in workshops that touch on the topics of career exploration, personal development, higher education, networking, etc.

WHAT WORKFORCE SKILLS DO THE EXTERNS HAVE?

Prior to starting her Externship, each Extern participates in a life skills training program focusing on professionalism, business etiquette, written, verbal and non-verbal communication, time management, telephone and computer skills. All Externs will have basic skills in Microsoft Office, including Word, Excel, Power Point, and Publisher. For placements that require a more skilled Extern, we will select a girl who possesses those skills or has the ability to learn them quickly.

ARE SPONSORS EXPECTED TO BE MENTORS?

While this is not a traditional mentorship, it is still important for Sponsors to model appropriate, work-place behavior and to provide support and guidance in the professional arena. Outside of the workday, Sponsors are not required to engage in activities or communication with their Externs. Because the Externs are learning professionalism and other skills, compassion for and patience with young people are desired traits of a Sponsor.

MAY WE CHANGE THE EXTERN'S WORK SCHEDULE TO BETTER FIT OUR OFFICE'S SCHEDULE?

Yes! Externs typically work Monday-Friday, between the hours of 8am and 5pm. However, hours per week can vary and may be adjusted slightly to fit the schedule of each workplace. Some companies choose to retain their Extern as a company intern or part-time employee which goes beyond the predetermined timeframe. At this point you and your Extern can decide what schedule works best for both parties.

MAY WE HOST MORE THAN ONE EXTERN?

Yes! We encourage companies to host more than one Extern, if possible.

I WOULD LIKE TO HOST AN EXTERN. WHAT ARE THE NEXT STEPS?

Complete an Extern Request Form. We will contact you to follow up with your request, at which time the Volunteer & Externship Coordinator will schedule a site screening visit to speak with you and your co-workers and to experience the workplace environment. If it seems like a good match, we will move forward with plans to place an Extern with you in the summer!

**For more information, please contact Jessica Ross, Volunteer & Externship Coordinator,
at (714) 597-8612 or jross@girlsinc-oc.org**