**Innovation Internship Program Guidelines Acknowledgement**

2024 Internship Program Cohorts

Spring: January 22nd-April 19th ($2500 reimbursement cap per intern)

Summer: May 20th-August 9th ($5000 reimbursement cap per intern)

Fall: September 16th-December 6th ($2500 reimbursement cap per intern)

* Specific dates are flexible and changes must be communicated in advance. Duration should be no more than 12 weeks. Any specific dates provided are referenced for organizational purposes.
* We can accommodate no more than 5 interns per company, per cohort.
* Interns are eligible for reimbursement for no more than 1 year (3 cohorts; doesn’t have to be consecutive).
* All permanent hires (part-time or full-time) must be reported to Rev1 as soon as an offer is accepted.
* Permanent hires are not eligible for reimbursement.
* Reimbursement documentation should be submitted no more than 30 days after cohort end and must conform to the guidelines accompanied by the Reimbursement Request Form. If the deadline is missed, it is possible that you may forfeit reimbursement. Please communicate in advance if more time is needed and we will attempt to accommodate.
* A Box link will be provided to access new program documents and to upload reimbursement/program documentation (Only the new forms available in Box will be accepted for 2024 and beyond).
* Please urge student interns to fill out the Student Information Forms as completely as possible (in an effort to accurately report diversity and inclusion data to continue to secure program funding).
* Email blasts are sent out prior to the start of each cohort regarding due dates for hiring decisions and Company Contract Worksheets. If those deadlines are missed, it is possible that you may not be able to participate in the program for that cohort. Please communicate in advance if more time is needed and we will attempt to accommodate.
* Company Contract Worksheets must be submitted within the first week of the intern’s start date (it is okay to submit multiple worksheets if you have interns that will start later).
* Enrollment is not effective until you have received an Acknowledgement of Enrollment confirming all required information has been received. This Acknowledgement must be received each cohort that you plan to participate.
* A complete Enrollment package consists of: **1)** Program Agreement, **2)** Program Guidelines Acknowledgement, **3)** Company Contract Worksheet, and **3.5)** Student Information Form (to be completed by the student at <https://www.tfaforms.com/5029243>).

**\*I have read and understand each of the bullet points above. I acknowledge that these guidelines must be followed in order to participate in Rev1 Ventures’ Innovation Internship Program and to be eligible for reimbursement.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Submitting Documentation**

**Upload this Acknowledgement Form and any other enrollment documentation to the secure Box folder here:** [**https://rev1ventures.app.box.com/f/ec757a12dee749dc8871779dc7e702d4**](https://rev1ventures.app.box.com/f/ec757a12dee749dc8871779dc7e702d4)

**DO NOT EMAIL DOCUMENTS.**

**Please be sure to save all documents with the name of your company in the file name.**

**\*\*\*Program Enrollment is not complete until all documents including the Student Information Form have been submitted and you receive an acknowledgement email.\*\*\***

**If you have any questions, please email Savannah Snyder @** [**savannah@rev1ventures.com**](mailto:savannah@rev1ventures.com)**.**