

# Application for the Rebecca Corbin Loree Internship Fund

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WASHINGTON COLLEGE  
EST. 1782

## Requirements and Guidelines for Grant Applications Information and Instructions for applications listed below

### Guidelines:

1. Loree grants are available to students declared as Business Management or Economics majors, indicating an interest in future financial services or business careers. Up to 3 students will be awarded funding each year, with a maximum amount for 1 student of \$2500. Internships must be in business or business-related sectors at legitimate firms approved by the Fund Review Panel.
2. Loree funds must be dedicated to costs incurred during an internship experience, and are eligible for either academic credit or non-credit internship experiences. Those costs may include: transportation to the internship site, housing and other living expenses. Funds may not be used to supplant income lost from a part-time job due to participation in an internship.
3. Internship fund requests submitted for approval will be reviewed and approved by the Loree Fund Review Panel. Panel members are Rebecca Corbin Loree, Corbin Perception, Mr. James Allison, Director, Center for Career Development, Dr. Andrea Lange, Assistant Dean of Academic Initiatives, and Ms. Vicky Sawyer, Associate Director of the Center for Career Development.

### Requirements:

1. Applicants must be currently enrolled students in good academic standing at Washington College and rising juniors or seniors. Alumni are not eligible to apply.
2. Applicants must be U.S. citizens.
3. Applicants must have demonstrated financial need.
4. Applicants must have a cumulative GPA of at least 3.0.
5. Applicants must have secured an internship at a prominent firm prior to applying to the Fund.
6. All applications must include the signature of the applicant. In the case of an academic or for-credit internship, the application must also be signed by the student's faculty internship supervisor or the academic advisor.
7. Applicants must complete the application form by typing the required information in the writable PDF and submitting it to Center for Career Development, by the deadlines outlined for each term.
8. Deadlines are: Summer internship application – April 10.

### Application Checklist:

1. Complete and sign the application form.
2. If you plan to obtain academic credit for the internship experience, make sure that you have submitted a completed **Internship Proposal Form** to Dr. Andrea Lange prior to submitting your application for the Loree Fund.
3. Obtain the signature of your advisor or faculty internship supervisor on the application form if you will receive academic credit.
4. Add or attach a justification for your budget request (maximum 250 words).

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## Contact Information

|                     |  |
|---------------------|--|
| Date of Application |  |
| Name                |  |
| Post Box No.        |  |
| Campus Address      |  |
| Campus Phone        |  |
| E-Mail Address      |  |

## Academic Information

|                             |  |
|-----------------------------|--|
| Class (indicate SO, JR, SR) |  |
| Major(s) and Minor(s)       |  |
| Academic Advisor            |  |
| Expected Date of Graduation |  |
| Cumulative GPA              |  |

## Internship Information

|  |  |
|--|--|
| Title of Internship                      |  |
| Internship Location                      |  |
| Is this a family owned/run business? Y/N |  |
| Internship Supervisor's Name (if known)  |  |
| Total Amount Requested                   |  |
| Start and End Dates of Internship        |  |

## Loree Fund administrators ONLY

|                     |  |
|---------------------|--|
| Approval Status     |  |
| Amount Allocated    |  |
| Comments            |  |
| Approval Signatures | James Allison or Vicky Sawyer, Career Center |
|                     | Dr. Andrea Lange, Assistant Dean             |

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## Internship Description

Section 1: Give a short description of your internship. What are the specific responsibilities, and what learning goals do you have for this experience? What skills do you hope to learn or develop?

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Section 2: Have you applied, or do you plan to apply, for funds from other sources (from relatives, foundations, scholarships, other grants, etc.)? Please specify sources and amounts.

Section 3: Who is supervising your internship on site (internship location)? Give the name and contact information of your supervisor on site.

Section 4: How will this internship expand your knowledge and experience or affirm or disaffirm your interests in your targeted field of study or major?

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## Budget

On a separate sheet please **explain and justify each line** of your budget. Under "other" please include one-time and long-term expenses that are not in the other categories.

|   |  |
|---|--|
| 1. Travel - please describe (specify public transit, airline, train, parking, personal vehicle).<br>For ground transportation (use \$0.51 per mile for personal vehicle). |  |
| 2. Living Expenses - Board (\$12 per diem) and Lodging (specify).   |  |
| 3. Fees (registration, other fees)  |  |
| 4. Other (justify)  |  |
| <b>Total</b>  |  |

## Faculty Endorsement

I am familiar with this internship and to the best of my knowledge this student applicant will benefit from this applied experience.

|                |  |
|----------------|--|
| Name (printed) |  |
| Signature      |  |
| Date           |  |

## Student Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I receive a grant I may be asked to make an oral report to the members of the Washington College campus at Fall Family Weekend or another appropriate date, and submit a completed internship or externship reporting form available through the Dean's Office. I understand that I am responsible for paying any applicable taxes on the grant received. If for any reason I cannot fulfill the terms of this project I will fully refund the entire grant amount that I receive.

|                |  |
|----------------|--|
| Name (printed) |  |
| Signature      |  |
| Date           |  |

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