Checklist for Creating Your Own Local Internship Program

1. **Recruiting a Volunteer Committee**
   - Assemble a group of volunteers willing to establish and support the internship program.
   - Look for volunteers with skills in administration, creating promotional materials, social media/marketing, and fundraising.
   - Seek individuals who are enthusiastic about the program's goals and objectives.

2. **Funding Internships**
   - Determine funding sources to support the internship program.
   - Calculate the full cost per intern: Minimum Wage x Overhead x Number of Hours for the internship.
   - Explore funding options such as local organization subsidies, host sites paying for interns, or fundraising initiatives.

3. **Partnering for Success**
   - Identify strategic partners to enhance the program's effectiveness.
   - Partner with schools' career centers for student recruitment.
   - Engage organizations capable of providing administrative support.
   - Collaborate with librarians or law libraries interested in investing in student interns.

4. **Developing a Structured Training Program**
   - Design a comprehensive training program covering general job skills (professionalism, workplace communication) and specific skills relevant to the internship (e.g., legal materials and call number systems for law library environments).

5. **Mentoring and Support**
   - Plan for mentorship opportunities to guide interns throughout their internship and beyond.
   - Match interns with volunteers for mentorship
   - Establish a feedback mechanism to gather input for program improvement.
   - Provide ongoing support for interns, including assistance with references and tracking their career paths post-internship.

6. **Tailoring to Community Needs**
   - Customize the internship program to address local community needs and challenges.
   - Consider local issues such as transportation accessibility when selecting internship placements.
   - Ensure the program is responsive to the specific needs and opportunities within the local community (e.g., industry focus, demographic considerations).

This checklist provides a structured approach to developing a local internship program, ensuring it is well-supported, financially sustainable, and tailored to meet the needs of both interns and the community.