



WEST CHESTER AREA SCHOOL DISTRICT LEARN TO EARN MENTOR-INTERNSHIP PROGRAM

Learn To Earn Sponsor Requirements

Program Overview

The Learn to Earn Program of the WCASD offers juniors and seniors insight into the various responsibilities, skills, and education and training needed to succeed in today's workplace. Students have an opportunity to explore various industry and career options through participation in an on-site learning experience during:

Fall Semester (Sept – Jan) Spring Semester (Feb – June) Full Day (4 wks. /May) Summer (June – Aug)

In collaboration with a Learn to Earn Sponsor and Faculty Advisor, students design an on-site program related to their skills and career interests. Students will spend a minimum of 7 hours per week, over 15 weeks, at the sponsor site - which may be during and/or after school hours, and may include weekends. In addition, seniors only may opt to participate in our 4 week, 6 hours per day Learn to Earn experience during the month of May. Students are responsible for their own transportation, and may share a Learn to Earn experience with multiple sponsors (i.e. different departments or companies during the semester/full day program).

An effective workplace Sponsor will demonstrate...

- A desire to introduce students to the positive aspects of your business and responsibilities of the workplace, including related technical and “soft” skills (i.e. professionalism, work etiquette, etc.).
- A visible investment in a student's career path, including assisting a student in the development of a career plan.
- The connection between school and work, and post-secondary education and/or training options relating to your field, including benefits and career advancement opportunities your company provides (i.e. training, tuition reimbursement).

As the workplace Sponsor, you will be asked to complete the following:

- Meet with student to review and complete the Student Application Form (outlines Learn to Earn).
- Obtain 3 mandated Pennsylvania Clearances prior to the Learn to Earn start date (see attached).
- Sign/Return Form C – Learn To Earn Sponsor Agreement.
- Support visiting student as a part of a mentor/protégé experience.
- “For-profit” company compliance with Internship Programs Under The Fair Labor Standards Act. <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
- Communicate with school-based Faculty Advisor and/or Career Education Counselor.
- Complete Learn to Earn Sponsor Evaluation Form (student evaluation).

Thank you for your interest in WCASD's Learn to Earn Program. We hope you will enjoy this opportunity to help our students deepen their understanding of the world of work and further develop their path to success. If you have any questions, please email Donna Foley, Career Education Counselor & Learn to Earn Facilitator, at dfoley@wcasd.net.

WCASD Contact – Donna Foley, Career Education Counselor, 484-266-4335 email: dfoley@wcasd.net



WEST CHESTER AREA SCHOOL DISTRICT
LEARN TO EARN
MENTOR-INTERNSHIP PROGRAM
LEARN TO EARN SPONSOR (VOLUNTEER) CLEARANCES

Please consider the lead time required to obtain clearances

Prior to student participation in a Learn to Earn program, we must receive the Learn to Earn sponsor's clearances as follows:

These checks will be required once every five years:

- 1. Pennsylvania State Police Criminal Record Check (fees waived)**
<https://epatch.state.pa.us/>
- 2. ChildLine (Pennsylvania Child Abuse History Clearance through the Department of Human Services) (fees waived)**
<https://www.compass.state.pa.us/cwis/public/home>
- 3. FBI Criminal Background Check** required (fingerprint check) for federal criminal history records (fee charged). **Our service code is 1KG6XN.**
<https://uenroll.identogo.com/>

For FBI Clearance - Please check your email within 30 days after fingerprints are taken. You will receive an email with your UEID# and the results. You need to save this email as a file and provide it to the school. You will only be able to access the email one-time, and you will have a 30-day window to access the email from the date it was sent.



WEST CHESTER AREA SCHOOL DISTRICT LEARN TO EARN MENTOR-INTERNSHIP PROGRAM

Form C – Learn to Earn Sponsor Agreement

I have read and agree to comply with the Sponsor Requirements containing information about West Chester Area School District’s Learn to Earn Program, and have met and discussed the program with the student. I understand the purpose of the program and will promote the development of a realistic perspective of the student’s interest areas.

I understand and agree I am obligated to obtain the three (3) clearances/background checks set forth in the Sponsor Requirements and provide them to the District, as well as complete the PDE-6004 72 hour reporting form, if necessary. I understand and agree that I will be the student’s supervisor while the student participates in this program and am required to be in student’s immediate vicinity at regular intervals during the course of this program. I also will oversee compliance of the Internship Programs under the Fair Labor Standards Act.

I understand that during the course of the program I may have access to the District’s confidential student information and education records. I agree that I will not at any time, either during or subsequent to the Learn to Earn Program, disclose any confidential student information or educational records or any other confidential information accessed or obtained by virtue of participating in this program, except where expressly required by law or where such disclosure has been expressly approved in writing by the District. I will comply with all disclosure requirements for educational records under Family Educational Rights and Privacy Act (FERPA) and its regulations for the District’s confidential student information and educational records.

I understand I will not receive payment or any other compensation for participation in the Learn to Earn Program and am participating in a volunteer capacity. I understand that I am not an employee of the District. I agree to document all student absences from the Learn to Earn Program site and communicate with the District regarding such absences. I further agree to inform the District of any inappropriate student behavior so the District may take disciplinary action as appropriate. In the event I am required to obtain permission from my employer to participate in the program, I have obtained the necessary permission to participate.

I agree to serve as the Business/Organization Sponsor for:

Student Name _____

Circle one: Fall Semester Spring Semester 4 Wks. /May Summer

Sponsor Name _____ Company/Organization _____

Industry _____ On-site Address _____

Contact Phone _____ Contact email _____

I understand that I am obligated to obtain the three (3) clearances prior to the Learn to Earn start date, and have read the Sponsor Requirements, PDE-6004 Form, and the Internship Programs Under the Fair Labor Standards Act document. _____ initials

Sponsor Signature

Date



WCASD Semester Internship Program

Internship Sponsor (Volunteer) Clearances

Please consider lead time required to obtain clearances

Prior to student participation in an internship program, we must receive the internship sponsor's clearances as follows:

These checks will be required once every five years:

1. **Pennsylvania State Police Criminal Record Check** (fees waived)
<https://epatch.state.pa.us/>
2. **ChildLine** (Pennsylvania Child Abuse History Clearance through the Department of Human Services) (fees waived)
<https://www.compass.state.pa.us/cwis/public/home>
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WCASD Learn to Earn Internship Program

ATTENDANCE FORM

Student Name	Grade	High School	Internship Placement	Internship Sponsor Name	Start/End Date	Faculty Sponsor

Semester Learn to Earn Hours: 15 weeks at a minimum of 7 hours per week (during, after school and weekends as applicable). Students eligible: Juniors & Seniors.

Year-end Learn to Earn Hours: 4 weeks, 6 hours per day, Monday – Friday (alternate days/times where applicable).

Students eligible: Seniors only.

Week of:	Hours	Internship Sponsor Signature

Please complete and return to Donna Foley (EHS, RHS) or Ashley Kleckner (HHS) at the conclusion of your internship.