{Credit Union Name}  
Proposal for Internship

Partnership with CU\*Answers/ Xtend

# Internship Request

{Credit Union Name} requests that CU\*Answers/Xtend partner with us to provide an internship opportunity to the cuasterisk.com staff. The internship will begin on {date} and is scheduled to conclude on {date}. We request that a resource is provided on {insert days of the week and hours needed} to complete {project or training material to be covered}.

## Job Description or Project Request

* Include a detailed report of what the resource will be responsible for at the Credit Union.

## The Opportunity

* Outline the Credit Union opportunity {How will the CU benefit from the internship?}
* Outline CU\*Answers/ Xtend’s opportunity {How will the CUSO benefit from the internship?}
* Outline the employees opportunity {What will the employee benefit from the internship? Include measurable goals}

## Results

* How will both CU\*Answers/Xtend and the Credit Union measure success of the internship program? Outline the agreed upon process to follow up on both the successes and challenges of each agreed upon internship arrangement.

# Approval Process

The Credit Union must complete the application and submit it to the ORD Team at [ORDteam@cuanswers.com](mailto:ORDteam@cuanswers.com) to begin the process. Once received, the ORD Team will review the application and submit for approval from the CEO. At that time, the opportunity will be shared with both CU\*Answers and Xtend employees to begin the application process for an employee to apply as an intern for a client. Once an employee is identified, ORD will work with the Credit Union and appropriate internal Manager to ensure that all parties have the same expectations and understanding of the internship program.

