



2025 Summer Internship Guide

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PaY Summer Internship Program

The Barry Foundation

The Barry Foundation was founded in 1986 by B. John Barry with a passion for proactive philanthropy and a commitment to giving back to his roots in North Dakota and Minnesota. Since 2007, the Barry Foundation has facilitated programming throughout the region to bring up the next generation of youth philanthropists and support their goals during high school and beyond. Guided by the five values of Creativity, Proactive, Passion, Gratitude, and Sustainability, our programs empower young philanthropists to make the world a better place, starting with their own communities.

Program Summary

The PaY Summer Internship Program awards grants to nonprofit organizations across the region, connecting them with PaY students for meaningful summer experiences. Each organization will be partnered with a student who will complete a special project designed by the organization to meet their current needs.

This program builds on the philanthropic knowledge students gain through the Philanthropy and Youth (PaY) initiative. Interns will gain valuable work experience, learn more about the various aspects of nonprofit operations, while host organizations benefit from increased capacity and fresh perspectives.

Program Objectives

01.

Provide students with opportunities to gain insight into local nonprofits and their impact on the community.

03.

Inspire students and young professionals to explore philanthropic initiatives and pursue careers in the nonprofit sector, fostering community growth.

02.

Offer interns meaningful work experience and mentorship to support their early professional development.

04.

Enhance the capacity of local organizations by enabling them to complete important short-term projects.

Host *Organization* Details

Grant Information

Participating host organizations receive a \$7,000 grant to cover the summer intern's wages, employment costs, and a modest administrative stipend. Interns are paid \$15/hour and work 32 hours per week from mid June to mid- August. Organizations are responsible for managing the intern's payroll.

Host Organization Eligibility

- Be a registered 501(c)(3) nonprofit organization
- Hire the intern on as a full-time (32 hours) employee for the summer
- Assign dedicated staff to supervise the intern's work
- Ensure both the intern and supervisor work on-site; hybrid or virtual are not permitted
- Provide a specific project that offers the intern valuable career related experience
- Supply the necessary workspace, supplies, and budget to support the intern's special project
- Actively contribute to the intern's learning experience through positive mentoring
- Invite the intern to a pre-start site visit to familiarize them with your organization

Host Organization Expectations

The PaY Summer Internship is a cohort-based experience designed to enhance the skills and professional growth of both students and mentors. Selected host organizations are expected to prioritize all components of the internship experience, which include attending the following program events:

- Tuesday, May 13: PaY Internship Kick-Off and Social
- Monday, June 9: PaY Internship Orientation
- Tuesday, June 24: Site Visit
- Tuesday, July 1: Site Visit
- Thursday, July 10: Leadership Camp at Young Life Castaway Club
- Tuesday, July 15: Site Visit
- Thursday, July 24: TEDxFargo
- Friday, August 8: PaY Internship Celebration



The *Application* Process



Steps to Host an Intern

01.

Pre-Consultation Meeting

The first step is scheduling a pre-consultation meeting with the Barry Foundation before starting your application. This meeting ensures alignment with the program goals and expectations. **To set up your consultation, visit inspireleadshare.org/host**

02.

Develop a Special Project

Plan a special project that will provide valuable career experience for your intern while meeting key organizational needs. The Barry Foundation team will support you in brainstorming and developing ideas to ensure the project is mutually beneficial.

03.

Complete Application

After your pre-consultation meeting, you will receive detailed instructions on how to begin your application. Applications must be submitted through our website inspireleadshare.org by **Friday, March 21.**

04.

Interview

Once applications are submitted, a committee from the Barry Foundation will review proposals from nonprofit organizations and student applicants. Interviews will be conducted with all parties to determine next steps and final placements.

Pre-Consultation *Preparation*

The pre-consultation meeting is a critical first step in creating a meaningful and successful internship experience. During this meeting we will:

- Discuss program expectations to ensure alignment with the internship goals
- Guide you through the process of developing your special project
- Learn about your organization's goals, needs, and capacity

This intentional and thoughtful process helps us match your organization with the best student candidate while providing an overview of the internship program.

To schedule your pre-consultation, visit inspireleadshare.org/host

Sample Questions

- Is there a specific short-term project or goal you've been wanting to accomplish but haven't had the resources for?
- Are there specific skills you're looking to bring into your team through an intern?
- What outcomes or impact would you like to see from the intern's work?
- How will the intern's work on this project connect to or complement your team's ongoing efforts?
- How will you measure the success of the internship and project?
- What do you hope the intern will learn about your organization and its role in the community?
- How do you plan to mentor the intern and contribute to their growth?
- Who will be responsible for supervising the intern, and what does their involvement in the project look like?
- Are there opportunities for the intern to learn about other aspects of your nonprofit's operations during their time with you?
- Does your organization have the capacity to prioritize attending all required program events (ex. Kick-Off Event, orientation, site visits, and closing celebration)?





Designing your Special Project

Use these tips as a guide when designing your special project to ensure it is both impactful and meaningful. Think of them as a rubric to help align the project with your organization's goals while providing valuable career experience for your intern.

01. Capacity Building

Strong projects focus on building organizational capacity and achieving goals that wouldn't be possible without additional support. Interns should not replace staff work but instead tackle tasks from your "if I had one more day a week" list.

02. Growing Fun

Design a project that offers the intern growth opportunities, building their understanding of nonprofit operations and tangible skills. Ensure it's engaging with clear phases - beginning, middle, and end - and includes real project development and management tasks.

03. Mentor Engagement

Mentor engagement is key to a successful internship experience. Choose a primary mentor who is passionate, has time to dedicate to mentoring, and whose responsibilities align with the proposed project.

04. Project Timeline

The special project should take about 70% of the intern's time, with the remaining 30% for other collaboration opportunities, networking, community events, and program activities. Strong projects include a clear week-by-week breakdown of tasks.

05. Sustainability

Special projects should be sustainable, with a plan for the work to continue after the internship. They should add value without creating additional ongoing work for the organization.



Pre-Consultation *Worksheet*

Please complete this worksheet prior to your pre-consultation meeting with the Barry Foundation. The questions below are designed to guide your initial conversation and help you prepare for the application process.

Project Possibilities

Brainstorm a few ideas of potential projects

Brainstorm a few ideas of potential projects

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Project Goals

What are your goals, desired outcomes, and vision for completion?

Project Timeframe

Outline a rough plan for the project week by week over 9 weeks

Skills

What skills do you believe are essential for the intern to complete the project?

Narrow Your Options

Does the project align with the following criteria?

- Timing: Can the project be finished during the internship period?
- Feasibility: Can a skilled student complete it with guidance?
- Engaging: Is it enjoyable, with a mix of independent and collaborative work?
- Impact: Does it build capacity and align with organizational priorities?
- Sustainability: Can the project's results be maintained long-term?

Submitting your *Application*

Application Process

After completing your pre-consultation meeting, you will receive a link to the online application site. We recommend drafting and editing your responses in a separate document to ensure accuracy and to have a saved copy for future reference. Once submitted, you will receive a confirmation email with a copy of your completed application. **Be sure to submit your application by the deadline, Friday, March 21st.**

Host Applicant Interviews

Following submission, the Barry Foundation's selection committee will review applications from nonprofit organizations and students. If selected to move forward, we will contact you to schedule an interview to discuss your application and potential internship placements in greater detail. **Internship placements will be announced on Tuesday, May 6th.**

Mentor Background Checks & Liability Waivers

Please note: All internship mentors are required to complete a background check and sign a liability waiver for participation in program activities. Details will be provided to those selected as mentors.

Application Assistance

If you need help with your application or have any questions, please reach out to **Makelle Guleson at mguleson@barryfoundation.org or call 701-356-7800**. We are here to support you every step of the way and ensure you have the resources and guidance needed to successfully complete your application.



Summer 2025 *Important Dates*



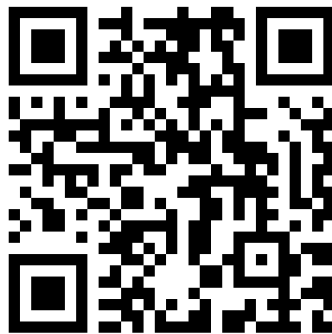
Friday, January 31	Host Applications Open
February - March	Pre-Consultation Meetings
Friday, March 21	Host Application Deadline
Late March - April	Host Organization Interviews
Tuesday, May 6	Intern Placements Announced
Tuesday, May 13	PaY Internship Kick Off
Monday, June 9	PaY Internship Orientation
Tuesday, June 24	Site Visit
Tuesday, July 1	Site Visit
Thursday, July 10	Site Visit
Tuesday, July 15	Site Visit
Thursday, July 24	TEDxFargo
Thursday, July 31	Trollwood Social
Friday, August 8	PaY Internship Celebration



Ready to Host a *PaY Intern?*

If you have a clear vision and are eager to
kickstart your project, let's dive in!

Access PaY Internship Application through QR Code or
[INSPIRELEADSHARE.ORG/HOST](https://inspireleadshare.org/host)



Send any questions you have to: → **mgulleson@barryfoundation.org**