

2024 PROJECT PULL MENTOR APPLICATION

INSTRUCTIONS: Please complete form. The information contained in this form will help Project Pull pair you with an intern that is suitable for your department. Please print or type.

GENERAL INFORMATION

Mentor's Name:

City Department & Division:

Worksite Address:

Additional Worksite Location (If applicable):

Telephone:

E-Mail:

Indicate Preferred Contact Method: Telephone E-Mail

Office Hours: Monday – Wednesday:

PLEASE CHECK FIELD(S) THAT CORRESPONDS TO INTERNSHIP

- | | | |
|---|--|---|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Administration/Clerical | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Communication/PR | <input type="checkbox"/> Engineering | <input type="checkbox"/> Inventory Management |
| <input type="checkbox"/> IT/Programming | <input type="checkbox"/> Sciences | <input type="checkbox"/> Other: |

How many high school interns would you like? 1 2 3 4 ___

SIGNATURES & AUTHORIZATION

Signing below indicates understanding and acceptance of the roles and responsibilities of a Project Pull Mentor. Your signature specifically indicates that you:

- Agree to adhere to all policies and procedures associated with the Project Pull Program.
- Agree to teach interns the competency skills that they can use in their future education and career. (e.g., Microsoft Suite).
- Agree to provide resources and information that enable intern's success.
- Agree to encourage and motivate them to keep moving forward.
- Agree to offer constructive feedback.
- Agree to communicate.

Mentor's Name (please print):

Signature:

Date:

PROJECT PULL PROGRAM SUMMER 2024

PROGRAM GOALS

- Provide youth of San Francisco with professional work experience and to steer them towards careers in the public sector
- Provide students with peer interaction and support
- Promote intern's interest in their City and encourage them to give back to their community
- Teach values in leadership, teamwork, integrity, creativity, community service and self-empowerment
- Increase the diversity of San Francisco's workforce with members of underrepresented communities

DESCRIPTION OF SERVICES

- The SFPUC will provide the number of requested high school interns from the citywide Project Pull Internship Program
- The SFPUC will be responsible for the recruitment and selection of the interns
- Hours worked by high school interns:
 - ⇒ Twelve (12) hours will be at jobsite between Monday, Tuesday, and/or Wednesday
 - ⇒ Eight (8) hours will be with Team Leaders for enrichment days Thursdays and Fridays
 - ⇒ Twenty (20) hours per week (maximum)
- The SFPUC will perform one (1) billing for the program
- The SFPUC will adhere to the proposed budget of \$6,000 per intern for the 2024 Summer Program
- Billing will be per actual expenditures so any unused funds will be returned to the original funding source
- The SFPUC will not charge for any indirect services

Name (please print):

Requesting (Sponsoring) Department:

Signature:

Date:

PROJECT PULL PROGRAM SUMMER 2024

TO: Project Pull Internship

FROM:

DATE:

SUBJECT: Approval for Participating in the Summer 2024 Project Pull Program

This document provides a written agreement between the requesting and performing departments for services to be provided through work orders, direct charges or journal entries.

Requesting (Sponsoring) Department:

Number of high school level P.P. Interns: X \$6000 / Intern = \$

Total Authorized Amount: \$

BILLING INSTRUCTION FOR CITY DEPARTMENTS (EXCLUDING SFPUC):

- TRANSFER BUDGET TO **ACCOUNT 581013** AND PROVIDE PUC JOURNAL ENTRY (JE) NUMBER. PUC WILL SET UP WORK ORDER BILLING.

BILLING INSTRUCTION FOR SFPUC:

- PROVIDE CHART OF ACCOUNT (COA) INFORMATION FOR DIRECT BILLING:
 - ⇒ ACCOUNT: **527990 (SFPUC)** ACCOUNT: **581013 (OTHER CITY DEPTS)**
 - ⇒ FUND:
 - ⇒ DEPARTMENT:
 - ⇒ AUTHORITY:
 - ⇒ PROJECT:
 - ⇒ ACTIVITY:

PERFORMING DEPARTMENT: San Francisco Public Utilities Commission (SFPUC)

PROGRAM DATES: 10 JUNE 2024 THROUGH 2 AUGUST 2024

2024 PROJECT PULL