



Intern Agreement

As an Intern for ASUCI via TGIF, you agree to:

1. Abide by all the rules, policies, and expectations outlined in the ASUCI Code of Ethics, and uphold its defined values of honesty, integrity, respect, commitment, and service. In addition, you will abide by the Standard of Conducts and never abuse your position for personal gain. (ASUCI Code of Ethics: <http://asuci.uci.edu/wp-content/uploads/2012/09/ethicscode.pdf>)
2. Participate in All-ASUCI mandatory retreats/events/etc, and mandatory events operated by the Vice President of Internal office.
3. Meet the expectations of your Commissioners, as set by them, outlined below:

As an Intern for TGIF, you will serve until the end of Spring Quarter, and agree to:

1. Come prepared to Intern meetings by completing tasks assigned at the previous meeting or via email/Facebook update.
2. Be willing to dedicate the time necessary to complete Intern duties and dedicate the necessary efforts to accomplish those responsibilities, and to check emails/Facebook group regularly.
3. Complete required hours per Quarter
 - a. Attend bi-weekly TGIF Intern meetings.
 - b. Booth with TGIF at least 2 times per Quarter, or when available.
 - c. Attend sustainability events, as included in the Google calendar, and write a 1-page project analysis with photos following event at least 4 times per Quarter.
 - d. Help to market TGIF on social media sites regularly, search for clubs to outreach.
 - e. Help research new sustainable promotional items.
 - f. Complete 1, 10-minute Sustainability Interest Presentation during the year.
4. Record your hours in a timely fashion (update Google doc work log within 2 days of completing an activity).

Note duties and responsibilities are subject to change as different projects and events come up, therefore, it is your responsibility to be aware of what is happening at Intern meetings, and to keep up with emails and Facebook group updates.

TGIF follows the general ASUCI 3-Strike Rule:

If you fail to meet these expectations, you will first be subject to a warning by a TGIF Commissioner. Upon your second offense, you will be summoned to a meeting with your Commissioner and the Vice President of Internal staff. A third offense will result in your dismissal. If you are dismissed from the office, you will not be able to re-apply for Intern positions for a full academic year. If at any point you can no longer fulfill your duties as an Intern, it is your responsibility to email the current TGIF Commissioner with your resignation.

I have read all the above terms of agreement and will abide by the responsibilities listed above,

Signature: _____ **Date:** _____