This program is only open to NYSBA member radio and television stations in good standing that participate in the NCSA-POP program throughout the year.

2023 NEW YORK STATE BROADCASTERS ASSOCIATION
INTERN PROGRAM GUIDELINES &
ACKNOWLEDGEMENT FORM

SUMMARY DESCRIPTION OF PROJECT:

It is the intention of this program to provide participating students (to be known as “interns”) the opportunity to witness and experience “first hand” the operational procedures of a radio or television station.

ELIGIBILITY REQUIREMENTS:

It is the intent of this program to actively recruit and hire interns that are interested in pursuing a career in broadcasting:

- At least 17 years of age
- Residents of New York State and/or attending school in New York State
- First time entrants into the program

THE SELECTION PROCESS SUGGESTIONS:

Recruitment - As the program seeks to attract potential candidates on a competitive basis, all participating stations should:

1. Advertise the NYSBA Intern Program on the air
2. Advertise the NYSBA Intern Program on your social media sites
3. Circulate announcements to educational institutions and programs.

Selecting - The final selection is at the station’s discretion. All interns should apply for the program via written letter of application, in addition to the station’s normal hiring procedure. Following the selection of your candidate, complete and return the Participant Information Form to the NYSBA office.

PROGRAM PARAMETERS:

Stations shall pay Interns in an amount equal to the relevant minimum wage laws and regulations. Upon submission of the proper forms, NYSBA will then reimburse stations directly in an amount consistent with the relevant minimum wage laws. Stations participating in the program are eligible to be reimbursed for training up to a maximum of 180 hours. The station warrants that it will pay the Intern consistent with the above specified parameters. The station may decide to independently hire the intern for more hours or for more money per hour. The internship program provides equal opportunities (EEO) to all internship applicants without regard to race, color, religion, sexual orientation, gender, national origin, age, disability or genetics. Intern selection shall comply with all relevant federal and state EEO requirements as well as all relevant federal and state labor laws and regulations. All interns must be paid by the station directly within 15 days of completing their hours. We will reimburse stations within 15 days of receipt of your paperwork.

Only NYSBA dues paying member stations in good standing that participate in the NCSA-POP program throughout the year will be reimbursed.
TRAINING:

After an orientation session designed to introduce the intern to their new training environment, the intern should be exposed to the full gamut of experiences germane to the broadcasting industry. The intern training developed by the participating stations should include the areas outlined in the enclosed NYSBA checklist. Once exposed to the various departments in the station, the intern and his/her manager should choose an area of interest for more sophisticated training. (This should occur after one-half to two-thirds of the internship is completed.)

As part of the Internship Program, selected Interns may be asked to participate in the NYSBA’s social media program for Interns.

REIMBURSEMENT PAPERWORK DEADLINE:

Please note, all final paperwork must be submitted to the NYSBA by December 15th for reimbursement.

As soon as possible to receive funds:

1. Return the Acknowledgement Form with your signature.

As soon as the intern is hired:

1. Return the Participant Information Form (you must send Sandy the interns name/contact info as soon as they are hired).

At the conclusion of the internship:

A final report must be forwarded to the NYSBA and must contain the following (all paperwork must be in our office 15 days after your intern finishes their hours):

1. A written evaluation of the experience by the supervisor on the intern’s performance and attitude, as well as comments regarding the program in general.

2. A written evaluation of the experience by the intern including the intern’s intentions to further a career in broadcasting, showcase what their future plans are.

3. Copies of time cards/sheets/rate paid signed by the intern and station management. Without copies of the intern’s signed time sheets, the NYSBA cannot prove the intern’s employment at the station, thereby jeopardizing reimbursement.

4. The return of the NYSBA Intern Department Checklist.
ACKNOWLEDGEMENT FORM (return ASAP):
THE STATION HEREBY AGREES TO PARTICIPATE IN THE NEW YORK STATE BROADCASTERS ASSOCIATION’S INTERN PROGRAM AND WILL ABIDE BY THE GUIDELINES OUTLINED ABOVE.

Only NYSBA dues paying member stations in good standing that participate in the NCSA program throughout the year will be reimbursed.

All qualifying stations will be granted at least one intern. If you would like to request more than one, please let us know.

The Internship will be: _____ Immediately/Spring Semester _____ Summer _____ Fall Semester

________________________________________________________________________

Station Contact Name & Title

Call Letter(s)________________________________________(telephone)________________________________________

Full Address:________________________________________(email)________________________________________

___________________________________________________________________________________

Station’s Minimum Wage rate for 2022: ________________

Contact email for person who should receive all NCSA spots (spots need to be aired on your station throughout the year: ____________________________

Affidavits/proof of performance should be sent directly to Sandy’s attention at the office or emailed.

Please return to - or more information, please contact:
Sandy Messineo - sandy@nysbroadcasters.org

NYSBA
1805 Western Ave
Albany, NY 12203
PARTICIPANT INFORMATION FORM

Please complete the following form and return it to the NYSBA as soon as you hire your intern.

STATION CALL LETTERS & CITY:
_____________________________________________________________

INTERN’S NAME:
_____________________________________________________________

INTERN’S ADDRESS:
________________________________________________________________________

INTERN’S EMAIL ADDRESS (school & personal to stay in touch):
________________________________________________________________________

NAME OF SCHOOL OR COLLEGE:
_____________________________________________________________

MAJOR:  _______________________________________________________________________

SEMESTER/GRADE:
________________________________________________________________________

Return to:  NYSBA – INTERN PROGRAM
1805 Western Avenue
Albany, New York 12203
sandy@nysbroadcasters.org
518-456-8943 fax
To ensure the intern receives proper orientation, it is important that he/she have first-hand experience in each of the following areas. Please check the areas experienced by the intern and return this form to the NYSBA at the completion of the program.

Programming/Music

News

Production/Continuity

Sales

Traffic/Bookkeeping

Technical/Engineering

Digital

Toward the end of the program (the remaining 40 to 50 hours) it is permissible (even encouraged) to have the intern focus on the one area that most appeals to him/her for more in-depth concentration of effort.

NYSBA – INTERN PROGRAM
1805 Western Avenue
Albany, NY 12203
sandy@nysbroadcasters.org
518-456-8943 fax