



**Minnesota Newspaper Association**  
12 South Sixth Street, Suite 1120  
Minneapolis, MN 55402  
[www.mna.org](http://www.mna.org)

Dear MNA members,

Summer, thankfully, is closer than you think. If you intend to participate in the summer youth employment program, generously funded by the Pohlada Family Foundation, it is time to begin planning now. The foundation has set a deadline of April 15 for sign-up for participating newspapers. It is even more important to plan now for your summer high school intern.

You heard about the summer internship program before, either from the association or from other newspaper folks who have had interns during the past two summers. If you haven't, this is the history: The association was approached in December 2004 by representatives from the Pohlada Family Foundation with the offer to subsidize summer youth employment at community newspapers. The foundation did the same with community banks in the summer of 2004, and the program was a great success. That first summer, about 35 youth from across the state found employment in the summer program. Deemed a success, the foundation extended the program in 2006, and almost 70 students were included in the summer program. That has continued for the past three years.

Now, newspaper publishers, editors, sales representatives, designers and circulation managers have an exciting opportunity again this summer to pass on their love and dedication to community publishing while providing employment opportunities to youth in their communities. Once more, the goal is to hire about 70 high school students from across the state.

As in previous years, the goal as presented by the Foundation is to create meaningful temporary (8-12 weeks) employment opportunities (internships) for youth aged 16-19 who would benefit from the program, at community newspapers throughout Minnesota. They must be high school students, or students who are graduating in 2010.

The role of MNA will be to work with member newspapers to provide a job description for the youth, and provide recruiting tools and contact information for recruitment. Newspapers will also be provided with guidelines for the work that the young people will do, as well as resources on training for them.

In turn, Minnesota newspapers will receive a grant, up to \$1,200 per student, to subsidize the work of each youth at 20 hours per week at \$8 per hour up to 10 weeks of work. The newspapers are responsible for paying the additional wages for the students. Students who have been interns in the past may be hired, but the subsidy will be reduced, to \$640 per student per summer. The reason is that the Foundation wishes to extend the opportunity to as many students as possible. Newspapers are free to hire the young people for additional hours or higher wages, although the subsidy would not be extended for those wages. Newspapers would be expected to report on their hires at intervals through the summer to receive the grant money. A requirement for the program is that newspapers register online with the foundation upon hiring their interns, and fill out a survey. The wage subsidy is paid in two installments, one in the middle of the summer and one after the completion of the internship.

This is a tremendous opportunity for MNA members. For years, MNA has searched for ways to reach young people, both as budding journalists, designers and sales representatives, and as committed newspaper readers. This is a wonderful opportunity to bring interested young people in your community into your shop and teach them about the world of newspapers, while the young people provide some fresh material with a youthful perspective to your newspaper. Newspapers may employ more than one student, but only if the goal of 70 students has not been reached once all interested newspapers have applied for the program. The Pohlada Foundation is looking specifically at disadvantaged rural and minority youth, but is leaving it to the discretion of the employers regarding what students fit that description; no qualifying documentation is necessary.

Barbara Trebisovsky will be administering the program this year. Questions and points of clarification may be directed to her at her e-mail [barbara@mna.org](mailto:barbara@mna.org) or at 612-278-0240, 800-279-2979. Please join your newspaper colleagues in making this a memorable summer experience for youth in our communities.

# Frequently Asked Questions

## *Pohlad Family Foundation*

### High School Summer Youth Employment Program

**Q** What is the purpose of the Pohlad Family Foundation Summer Youth Employment Program?

**A** The main purpose of the program is to give youth meaningful employment for the summer. The foundation prefers that youth from disadvantaged backgrounds benefit from the program, or those youth who may not have other opportunities for summer employment. However, the foundation does not require any eligibility statements to participate in the program. They take it on faith that newspapers will keep that goal in mind when hiring youth.

**Q** How many internships are there?

**A** MNA has a goal of funding 70 internships over the summer.

**Q** How do I apply?

**A** You are not going through an application process. You merely inform MNA through documents provided in the MNA Bulletin or online that you wish to be part of the program. We have never had to turn down any newspapers for lack of slots in the past. Some who have wished for a second intern may not have received permission for a second intern, but any newspaper that wishes to have an intern has had one in the past. However, because some newspapers may sign up late, it is important that those who sign up and then later DO NOT hire an intern inform MNA.

**Q** What students are eligible?

**A** High school students, including those who will graduate in June, 2010, are eligible. If hiring younger students, keep in mind that your insurance may not allow them to drive on the job.

**Q** What is the wage subsidy? Why doesn't the foundation pay the whole wage?

**A** The subsidy for the summer is 75 percent of the expected wage, that is \$8 an hour for 20 hours a week for 10 weeks. That is capped at \$1,200. Because the foundation wishes to extend the program to as many new interns as possible, the subsidy for return interns will be reduced to 40 percent of the wage, up to \$640. The foundation requires that newspapers pay a portion to see a commitment from the participants. Also, the foundation recognizes that prevailing wages may be different in your community, and so allows wages to fluctuate to appropriate levels. The subsidy will be 75 percent of the wage that is paid up to the maximums of \$1,200 and \$640.

**Q** Are there stipulations on hiring relatives?

**A** Yes, the foundation does not allow the hiring of relatives of any newspaper employee. Again, one of the main goals is to reach further into the community and to hire students who may not otherwise have the opportunity to work for the summer.

# Enrollment Form

## Pohlad Family Foundation

### High School Summer Youth Employment Program

Use this form to enroll in the 2010 Pohlad Family Foundation Summer Youth Employment Program. You may fill out this PDF form electronically and e-mail it to [barbara@mna.org](mailto:barbara@mna.org) or print out the form, fill it out and fax to MNA at 612-342-2958. We will be communicating with you through e-mail during the summer, and need an e-mail address. Once the form is received at MNA, you will be notified via e-mail that you are enrolled in the program.

**Yes!**

We wish to enroll in the Pohlad Family Foundation Summer Youth Employment Program. We understand that it is our responsibility to hire and train the intern, who will be a high school student, or June 2010 high school graduate, aged 16-19. We will receive a subsidy of up to \$1,200 for a first-time intern or up to \$640 for a returning intern for the wages paid over the summer. We understand that timely reports must be filed and online surveys must be completed to be able to receive the subsidy.

### About Us:

Newspaper: \_\_\_\_\_

Town: \_\_\_\_\_

Address: \_\_\_\_\_

Intern supervisor name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*When this form is on file at MNA, you will be notified that you are enrolled in the summer youth employment program. At that point, you may hire an intern. We will require timely wage subsidy requests and survey completion, to be part of the program. Questions and concerns may be directed Barbara Trebisovsky at 800-279-2979, 612-278-0240 or [Barbara@mna.org](mailto:Barbara@mna.org).*