# Partner Registration Form

## Partner Information (Please print or type)

<table>
<thead>
<tr>
<th>Company/Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact’s Name</td>
<td></td>
</tr>
<tr>
<td>Primary Contact’s Title</td>
<td></td>
</tr>
<tr>
<td>Primary Contact’s Email</td>
<td></td>
</tr>
<tr>
<td>Primary Contact’s Phone</td>
<td></td>
</tr>
<tr>
<td>Company/Organization Address</td>
<td></td>
</tr>
</tbody>
</table>

## Partner Commitment

Please contact me regarding my interest in the following partnership opportunity:

- [ ] Host Mayor’s Youth Academy Summer Work Experience participant(s)
- [ ] Hire Mayor’s Youth Academy Summer Work Experience participant(s)
- [ ] Provide financial sponsorship for program components (i.e. transportation, uniforms)
  Enclosed, please find my tax-deductible donation in the amount of $________
- [ ] Provide financial sponsorship of a youth’s Summer Work Experience
  Enclosed, please find my tax-deductible donation in the amount of $________

## Work Assignment Details

To be completed by companies/organizations who wish to host or hire youth.

<table>
<thead>
<tr>
<th>Work Assignment Job Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Site Address</td>
<td></td>
</tr>
<tr>
<td>Number of Youth Requested</td>
<td></td>
</tr>
<tr>
<td>Hours Per Week</td>
<td></td>
</tr>
<tr>
<td>If seeking a combination of part-time and full-time interns, please provide the number of PT and the number of FT youth requested.</td>
<td></td>
</tr>
<tr>
<td>[ ] Part Time (20 hours)</td>
<td>[ ] Full Time (40 hours)</td>
</tr>
<tr>
<td>Brief Job Description</td>
<td></td>
</tr>
<tr>
<td>List job functions/duties, equipment used or operates, any special physical demands, working conditions, etc.</td>
<td></td>
</tr>
</tbody>
</table>
Skills Needed

Technical Skills
- Computer (Microsoft Office, Google Apps, Email)
- Office (copying, scanning, faxing, filing, organizing materials)
- Telephone (answering calls, recording messages, responding to inquiries, other phone work)

Non-Technical Skills
- Communication (verbal/oral/written)
- Handling multiple tasks/projects
- Interpersonal (collaboration, working in a group or working independently)

Other Specifications
- Special Interests: ____________________________________________________________
- Special Knowledge: ________________________________________________________

Acknowledgment Information

To be completed by companies/organizations making monetary donations.

Please use the following name(s) in all acknowledgments:

Name(s):

☐ I (we) wish to have our gift remain anonymous.

Signature(s):

Date:

Please make checks, corporate matches, or other gifts payable to:
Enrichmond Foundation
C/O Mayor’s Youth Academy
701 N. 25th Street
Richmond, VA 23223

Signature(s)

The signature below confirms the company’s/organization’s commitment to the request above:

Authorized Signature:

Printed Name/Title:

Date: