

# SMALL BUSINESS INTERNSHIP FUND



**MORE INFO AT [SCRANTONCHAMBER.COM](http://SCRANTONCHAMBER.COM)**

## **Employer Guidelines & Instructions**

The Greater Scranton Chamber of Commerce, and its contributors, believe that internships play a critical role in a business's ability to access and build the talent pipeline. Through this project, eligible Small Business Participants can receive \$500 in matching funds with a required Small Business (employer) match of \$500 for a total of \$1,000 per student. Students will be required to complete 100 hours of work, at a rate of \$10 per hour to be eligible for the \$500 Small Business match.

The Small Business Participant is responsible for paying the intern wages, including taxes and workers compensation insurance. Eligible employers must be a member in good standing over the past/ previous year with the Greater Scranton Chamber of Commerce. Participating member businesses are limited to no more than two funded internships within a full calendar year. Funds will be reimbursed to the Small Business at the completion of the 100 internship hours. Both business and intern must complete and submit the following forms, to be properly registered and for the Small Business Participant to receive the reimbursement stipend.

1. Complete the online Qualifier Survey located at [www.scrantonchamber.com/internship](http://www.scrantonchamber.com/internship).
2. Through the SBDC – complete a client registration, internship job description and, after reviewing and selecting intern applicants, notify the SBDC that an intern has been selected and hired.
3. Through the Chamber – review the program instructions and complete the Small Business Internship Fund commitment letter.
4. Complete and track internship hours using the approved timesheet.
5. Complete and return to the SBDC, the Employer and Student Evaluation forms.
6. Provide the Chamber with proof of payment to the intern, intern timesheets and stipend reimbursement request form.
7. Complete periodic SBDC client satisfaction surveys.

**For more information on the  
Small Business Internship Fund  
contact:**

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**Apply today at [www.scrantonchamber.com/internship](http://www.scrantonchamber.com/internship)**