



*Leaders at the Core of Better Communities*



To Whom it May Concern:

Thank you for your interest in participating as a host community in the Wittenberg University--ICMA Local Government Management Internship Program (LGMIP). Organized by Wittenberg University and sponsored by the International City/County Management Association, the LGMIP is designed to introduce promising undergraduate and graduate students to potential careers in local government administration. It will provide the host local government with exceptionally motivated interns who will assist the community by completing several administrative projects during the program period.

During the summer of 2017, the chosen community will host 6-15 undergraduate students as full-time interns for an 8-week period between May 30<sup>th</sup> and July 21<sup>st</sup> 2017. The host city or county will be responsible for providing substantive administrative projects for the interns to complete, opportunities to attend staff and council/commission meetings, appropriate work space and access to computer facilities as needed, and housing for the students and their professors during the program. In return, the student interns will provide the host local government with significant assistance in completing the assigned administrative projects.

If, after reviewing the enclosed Letter of Intent, you choose to participate in this exciting program as a potential host local government, please complete and sign the letter, make a copy for your files, and return the original signed document to:

**Local Government Management Internship Program**  
**c/o International City/County Management Association**  
**777 North Capitol Street, NE, Suite 500**  
**Washington, DC 20002-4201**  
**Phone: 202/962-3656 Fax: 202/962-3500**  
**Email: [rcarty@icma.org](mailto:rcarty@icma.org)**

Again, thank you for your interest in the Local Government Management Internship Program. We look forward to working with you during the coming months as we endeavor to ensure the continuation and success of the next generation of local government managers. If you have any questions about the program, please contact Program Coordinator Rob Carty at 202/962-3656.

Sincerely,

Rob Baker, Ph.D., Wittenberg University

Craig Waldron, DPA, Hamline University

Robert J. O'Neill, Executive Director, ICMA

**Demonstration of Mentorship Ability and Educational Opportunities: Host Local Government**

- 1. *How would your community and local government be an exceptional learning environment for students interested in local government?***
  
- 2. *How will you maximize exposure to local government and community affairs?***
  
- 3. *What do you hope the interns will understand about local government and public management by the end of the program?***

**Description of Host Local Government Commitments**

- 1. *What specific projects will you have the interns work on/complete?***
  
- 2. *Describe the workspace, classroom space, and appropriate computer facilities that will be available to the student interns.***
  
- 3. *With which specific departments will the interns be working?***
  
- 4. *Which staff will the interns work with and what will be their relationship?***
  
- 5. *Describe in as much detail as possible the housing arrangements that will be made.***
  
- 6. *What other resources/opportunities would you provide that would maximize the interns' exposure to local government and your time with them, and enhance their experiences while they are residents of your community?***

We have answered the questions above as completely and accurately as possible at this time. The signature below of our primary contact/approving administrator\* designates this letter as a contract should we be selected to participate in the program.

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Jurisdiction/Organization: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note: If the individual listed above will not be the lead contact for the LGMIP, please provide the name, title, mailing address, email address, and telephone/fax numbers of the person with whom the coalition partner organization should work.**

**DEADLINE FOR RECEIPT OF LETTER OF INTENT: November 1, 2016**