

INTERN REQUEST CHECKLIST OF FOLLOW-UP QUESTIONS

| | PROJECT 1 TITLE OF PROJECT | IF YES, PLEASE EXPLAIN | PROJECT 2 TITLE OF PROJECT | IF YES, PLEASE EXPLAIN |
|---|-------------------------------|--|-------------------------------|--|
| Will intern require the use of District vehicle? Interns must complete the four-wheel training prior to driving four-wheel drive vehicles off road. Answer Yes/No. | | Pls. Indicate Date Approved by J. McCrystle: | | Pls. Indicate Date Approved by J. McCrystle: |
| If Yes, please indicate which District vehicle will be used. Pool vehicles cannot be used as primary vehicles for interns; they can be used only for day use. | | | | |
| Will intern require the use of a computer? Answer Yes/No. | | Pls. Indicate Date Approved by J.Tallerico: | | Pls. Indicate Date Approved by J.Tallerico: |
| If Yes, please indicate which/whose computer? Will work location be offsite? Any special software requirements? If no computer is available, have you checked with I.S.? Yes/No | | | | |
| Where will intern sit? Indicate staff person's office/specific desk. Additional desks, chairs and supplies are the responsibility of the department. | | Pls. Indicate Date Approved by S.Myli: | | Pls. Indicate Date Approved by S.Myli: |
| Will intern require use of phone line? Please indicate what extension number. Additional phone lines are the expense of the dept. and require 14 days advance notice for installation. | | Pls. Indicate Date Approved By S.Myli: | | Pls. Indicate Date Approved by S.Myli: |
| If intern requires an Admin. Building "key card", access will be between 6 a.m. to 6 p.m. only. Start and end date required (supervisor to collect). | | Pls. Indicate Date Approved by S.Myli: | | Pls. Indicate Date Approved by S.Myli: |
| Additional Comments. | | | | |