

**Resort and Commercial Recreation Association**  
**INTERNSHIP SITE APPLICATION**

1. Site Information:

Organization Name \_\_\_\_\_ Address (St./P.O. Box) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

2. Type of Organization

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Campground                 | <input type="checkbox"/> Health and Fitness Club | <input type="checkbox"/> Ski Area               |
| <input type="checkbox"/> Community Recreation       | <input type="checkbox"/> Hotel                   | <input type="checkbox"/> Sports Complex         |
| <input type="checkbox"/> Convention/Tourism Bureau  | <input type="checkbox"/> Marina                  | <input type="checkbox"/> Theme Park             |
| <input type="checkbox"/> Corporate/Employee Fitness | <input type="checkbox"/> Outdoor Recreation      | <input type="checkbox"/> Tour Operator          |
| <input type="checkbox"/> Country Club               | <input type="checkbox"/> Resort                  | <input type="checkbox"/> Other (please specify) |

3. Type of Internship:

- Programming/Leadership: Heavy emphasis on programming; intern is regarded as seasonal employee with very specific responsibilities vital to the operation of the facility.
- Diversified: Intern is exposed to, and has hands-on experience with several areas within the recreation department. This includes at least three major recreation department experiences of at least two weeks each.
- Specialized: Organizations such as marinas, theme parks, special events companies, golf, ski and tennis which provide an experience for the intern which is unique to the site. Emphasis is placed on administrative responsibilities rather than leadership programming roles.
- Resort-wide/Hotel Management: Interns spend time in all areas of the resort such as sales, marketing, conference services, front desk, guest services, housekeeping, food and beverage, etc. Time is equally divided in all areas.

4. Department in which internships are offered: \_\_\_\_\_

5. Is your organization/supervisor a member of RCRA?  Yes  No

6. List three colleges or universities that consistently provide internships to your organization: (college, contact person, phone number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What year did your agency begin offering internships? \_\_\_\_\_

8. Length of internship (weeks): \_\_\_\_\_

9. How many hours a week does the student intern work? \_\_\_\_\_

10. Please identify any requirements your organization has of the student intern.

Major Project  Yes  No

Weekly Assignments  Yes  No

Attendance at Weekly Meetings  Yes  No

Other requirements (please specify): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. What type of training/orientation is provided? \_\_\_\_\_  
\_\_\_\_\_

12. How much time is spent on training/orientation? \_\_\_\_\_

13. What types of resources are available for the student intern?

Computer, Word processor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Office	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Resource Books	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fax Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mail	<input type="checkbox"/> Yes	<input type="checkbox"/> No

14. Name and title of department head: \_\_\_\_\_

15. Name and title of intern supervisor: \_\_\_\_\_

16. How many years of recreation experience does the intern supervisor have? \_\_\_\_\_

17. Does the intern supervisor have a four-year college degree?  Yes  No

18. What is the intern to supervisor ratio? \_\_\_\_\_

19. Company/Agency information (complete only if your organization is offering resort-wide internships.)

Number of full-time staff \_\_\_\_\_

Number of part-time staff \_\_\_\_\_

20. Recreation Department:

Number of full-time staff \_\_\_\_\_

Number of part-time staff \_\_\_\_\_

Number of interns: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

21. What form, if any, of compensation do you provide interns?

\_\_\_\_\_ Housing

\_\_\_\_\_ Meals

\_\_\_\_\_ Salary \$/week

\_\_\_\_\_ other (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. If you do not provide housing, do you assist students in finding a place to live?  Yes  No

Please submit this application digitally with the following information as attachments in an email:

- Intern job description
- Organization's/Internship Training Manual
- Organization's letter of understanding/contract/agreement between student & college/university
- Department's organizational chart

E-mail all requested information to:

[gary.bleil@rcra.org](mailto:gary.bleil@rcra.org)