



## VOLUNTEER OR UNPAID INTERNSHIP ACTIVITIES

Sponsoring Manager Name: \_\_\_\_\_  
*Last* *First*

Department: \_\_\_\_\_

Volunteer / Unpaid Intern Name: \_\_\_\_\_  
*Last* *First*

Volunteer / Unpaid Internship Dates: from \_\_\_\_\_ to \_\_\_\_\_  
*(MM/DD/YYYY)* *(MM/DD/YYYY)*

Volunteer / Unpaid Internship Activities / Learning Objectives:

**AGE RESTRICTIONS: Some activities may be restricted to those who are at least 18 years of age.**

_____ <i>Signature of Sponsoring Manager</i>	_____ <i>Name</i>	_____ <i>Date</i>
_____ <i>Signature of Volunteer/Unpaid Intern</i>	_____ <i>Name</i>	_____ <i>Date</i>
_____ <i>Signature of Parent/Guardian (if under age 18)</i>	_____ <i>Name</i>	_____ <i>Date</i>
_____ <i>Signature of Department Chair or Designee</i>	_____ <i>Name</i>	_____ <i>Date</i>

**PLEASE RETURN COMPLETED ACTIVITIES FORM TO THE SPONSORING MANAGER TO BE MAINTAINED IN THE DEPARTMENT**

**DOWNTOWN BROOKLYN**  
81 Willoughby Street  
Brooklyn, NY 11201  
Tel.: 718 - 522-9073

**MIDTOWN MANHATTAN**  
1293 Broadway/One Herald Center  
New York, NY 10001  
Tel.: 212-672-6450

**NORTH MIAMI BEACH**  
3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel.: 786-279-1740