



SUMMER INTERNSHIP GUIDELINES

Gibbel Kraybill & Hess LLP (“GKH”) has been engaged in the general practice of law and providing legal services to clients since 1977. GKH’s Mission Statement is to empower individuals, nurture community and promote justice with integrity and compassion.

To increase the support and advancement of our community, we are pleased to offer a McCaskey High School senior an opportunity for a paid summer internship and an opportunity to be awarded a \$1,500 scholarship for their college education.

ELIGIBILITY:

- Must be a senior at McCaskey High School.
- Must have received an acceptance to an institution of higher learning.
- Must be graduating from high school within 9 months.
- Must be a U.S. citizen or legal permanent U.S. resident.

ENTRY REQUIREMENTS:

The following documents must be provided for consideration to the GEAR UP office by Friday, May 3, 2019.

- Application form
- Copy of your official high school transcript
- Proof of acceptance to an institution of higher learning
- A one page typed essay (no less than 500 words) describing a challenge you overcame in your life and what you learned from the experience.

INTERNSHIP DETAILS:

Internship Length: Six (6) to ten (10) weeks between June 10, 2019 and August 16, 2019.

Work Hours: 8:30 am – 5:00 pm. The intern is welcome to work full days or half days.

Transportation to Work: The intern is responsible for their transportation. The Red Rose Transit Authority operates a Lititz Pike route with a bus stop within walking distance of the GKH office. Work hours can be adjusted to accommodate the bus schedule.

Compensation: \$13.00 an hour

If you have any questions, please contact Alejandra Zavala or Diana Rodriguez in the College and Career Center offices (JP 147, East A126).

APPLICATION DEADLINES:

Submissions open: Now

Submissions close: Friday, May 3, 2019

Winner will be contacted by: Friday, May 31, 2019

WINNER SELECTION PROCESS:

The winner of the internship position will be evaluated by a selection committee on the basis of the submitted written materials and an in-person interview. All applicants will be informed of the selection committee's decision regarding the position.

LEGAL RIGHTS:

All applicants by applying for the internship program agree that Gibbel Kraybill & Hess LLP, its agents, representatives, and employees are released and discharged from and against any and all costs, claims, damages, liabilities and expenses of any sort arising out of, or generally related to: submission of the materials of the internship and participation in it, the use of the material by Gibbel Kraybill & Hess LLP, the decisions made or actions taken by Gibbel Kraybill & Hess LLP in connection to the conduct and administration of the Internship Program and the acceptance and use on their part of any prize.

All entries submitted to Gibbel Kraybill & Hess LLP in connection with this contest, along with all copyright, trademark and other proprietary rights associated therewith, become the property of Gibbel Kraybill & Hess LLP upon submission.

Entry materials will not be returned to any applicant. By submitting an application, you acknowledge that if you are chosen for the position, Gibbel Kraybill & Hess LLP will own all rights to publish and promote your application.

All applicants agree that they consent to the use of their name, as well as to use their likeness (as in photograph) and internship and scholarship information.

The scholarship is to be used exclusively for tuition at an institution of higher learning and related expenses such as books and supplies.