

HH4L Member Internship Agreement Letter

Draft for review. This version is for a paid internship. Complete the placement and learning details with the host employer before signing. Any proposed unpaid or volunteer arrangement requires a separately reviewed agreement appropriate to that arrangement.

Date _____ HH4L member ID _____

To intern _____

Host employer legal name _____

Host address or work location _____

Dear Intern and Host Employer,

Global Solutions Unlimited LLC (GSU) proposes the internship below to connect the intern's interests with practical learning and mentor support. GSU placement assistance is free for HH4L members. By signing, the intern, host employer, and GSU accept the responsibilities in this letter.

Placement and pay details

Internship role or industry _____

Start date _____ Expected end date _____

Work days and hours _____ Hours per week _____

Pay rate and basis _____ Pay schedule _____

Host supervisor or mentor _____

Mentor email and phone _____

GSU coordinator and contact _____

HH4L membership verified by _____ Date _____

The host employer pays the intern for work performed and is responsible for applicable minimum wage, overtime, time records, payroll, and other employment obligations. Record all time worked; an approval policy does not eliminate payment for compensable work. GSU's \$0 placement fee does not mean the internship is unpaid.

Learning plan

Intern's main career interest _____

Learning goal 1 _____

Learning goal 2 _____

Learning goal 3 _____

Main assignments or project _____

Mentor check-in schedule _____

Progress review date _____ Final review date _____

Host employer responsibilities

Provide meaningful assignments connected to the learning goals; name a mentor; explain duties, safety procedures, attendance expectations, and how to report concerns; and provide regular feedback. Provide a safe, respectful workplace and comply with applicable employment, nondiscrimination, accommodation, insurance, and youth-employment requirements. Obtain any required permissions before a minor begins work.

Intern responsibilities

Participate in the learning plan, communicate attendance or schedule changes promptly, keep accurate time records, follow lawful workplace and safety instructions, and ask for guidance when needed. Protect customer and business information entrusted to you. This does not restrict lawful discussion of wages or conditions, reporting concerns, or exercising protected rights.

GSU responsibilities and free member placement

GSU will coordinate the placement introduction, review the learning plan with the parties, and provide a contact for placement concerns. The host employer directs daily work. Actual legal employment obligations depend on the facts and applicable law; this letter does not waive them.

The HH4L member owes GSU \$0 for internship placement or a later hire resulting from it. There is no percentage-of-salary charge, flat hiring fee, or authorized wage deduction. Separate HH4L membership terms remain in effect. Later membership cancellation does not create a retroactive placement fee.

Progress and the possibility of employment

The intern, mentor, and GSU will use the agreed check-ins to discuss progress, challenges, and next steps. Share only information relevant to learning and placement; do not circulate medical or rehabilitation records without separate permission. School credit, if sought, must be arranged with the school separately.

The host may consider the intern for an available job, but this letter does not promise a later position. Any offer must separately state the employment terms. A participant whose internship leads to a successful hire is asked to pay it forward by promoting GSU and mentoring three others. This community request creates no debt or wage deduction.

Changes and ending the internship

Discuss needed changes promptly and record agreed changes in writing. Any party may request an end to the placement; notify the other parties as soon as practicable. Employment rights, notice obligations, and final pay remain subject to applicable law and any separate valid employment agreement. Earned wages remain payable.

Acceptance

We have reviewed the completed placement details and learning plan, understand our responsibilities, and will each receive a signed copy.

Intern _____

Signature _____ Date _____

Host employer representative _____

Signature _____ Date _____

GSU representative _____

Signature _____ Date _____