Olivia French, Development and Operations Intern

This summer I am interning with KARA, a non-profit in Palo Alto that provides grief support to the local area and the greater San Francisco Bay Area. I am helping plan Kara’s 9th Annual Walk ‘n’ Run to Remember.

The Walk ‘n’ Run to Remember is a walk for KARA clients to honor the memory of loved ones they lost and help raise funds for KARA. The event includes a 3 kilometer run and a festival where local business, organizations, and schools interact with those who walk.

Organizations sponsor the event with prizes for the best three adult runners of the 3 kilometer race, male and female, the best youth runners, one girl and one boy, and the best three fundraising teams; eight prizes with additional raffle prizes. I am reaching out to potential sponsors and donors to the Walk ‘n’ Run.

I have secured seven donations to the event and have applied for multiple sponsorships with large companies such as Coca Cola, Dick’s Sporting Goods, and Adidas. The event is on October 15th so I may not be able to see the fruition of these endeavors, let alone attend the event, but I am still attempting to do my best because I truly want this event to do well.

I am pursuing a degree in Hospitality which can lead to different careers; hotel management, restaurant management, special event planning, or positions within tourism and travel. Out of these four pathways, special event planning has been my third option and the one that I have the least exposure to. I wanted to get as much exposure to the pathways I am interested in which led me to this internship and it is helping me figure out a plan of what I want to do with my future after I graduate.
Darshay Larey, Program/SM Development Intern

This summer I interned at Super Stars Literacy in Oakland. They provide after school reading programs for Kindergarten to Second graders in Oakland, Hayward and Newark.

The task that I have completed so far for the Back to School Campaign are:
- Created three social media crowdfunding proposal and hashtags
- Redrafted and edited, scripts, letters and flyers
- Contacted local businesses to support our campaign
- Screened photos and sent out thank you cards

These accomplishment are crucial because they allows us to promote our agency to gain donations that fund our program and services that ensure every child has the chance to read because education is the key to success!

During the course of this internship I have attended Super Stars Literacy Board Meeting, Non profit Alliance Council and Young Professional Network meetings where I networked and learned more about the non profit sectors and ultimately decided my major option in (PPO) Professional Public and Organizational.

The major accomplishment is launching the Back to School campaign. The Back to School campaign provides an interactive online platform that allowed individuals to donate to the organization. These donations help run our current after school reading programs in Newark, Hayward and Oakland. They also can potentially help us expand our program locations.

The career goal I am meeting is I gained experience and exposure in the field.

The most challenging aspect of this internship was receiving the letter from the CEO Artavia Berry due to the content about Black Lives Matter and how that is a very intense topic.
Erika Aquino, Summer Day Camp Assistant Coordinator

This summer I am working as a summer camp leader at the Salvation Army. The Salvation Army is a Christian organization so each week there are themes pertaining to the Bible that we teach the children. Children eat breakfast and play board games for free time and have two hour rotations in which my fellow leaders and I are in charge of a station. I am in charge of reading time and arts and crafts at my station. I put together books according to age group and plan arts and craft activities. After rotations, I help set up for lunch. Once the children are done eating, we make sure they clean up after themselves and I help supervise their free time. During field trip days I am in charge of driving the leaders to our destination because I am the oldest and we are all in charge of a group of children on the trip. At the end of the day, I help clean up our areas for the next day and get the children signed out.

During my experience, I have accomplished a sense of leadership. I’ve managed a big group of children and I was able to conduct conflict mediation and instill discipline at the appropriate times. I also learned how to plan activities and implement that into a lesson plan. My ultimate goal in deciding to do this internship was to build connections and have fun. I would definitely come back and volunteer for the Salvation Army.

My career goal is still uncertain. I’m working towards either a pediatric physical therapist or public health educator. As a pediatric physical therapist I will be working with children, as a public health educator I would be giving back mostly to underprivileged communities and educating them about living a healthy lifestyle and helping them with their needs.

The most rewarding part was seeing the rehearsal for their big performance at the end of the summer camp. Over the weeks, the children were in groups to perform a song, dance, and a ribbon dance it was rewarding to see the result of the hard work they put into practicing. It was also rewarding to see the children being interactive most of the time and interested in what we as leaders would teach them each week.
Eric Yip, Development Intern

I am working with the Law Enforcement Torch Run (LETR) of the Special Olympics of Northern California (SONC), helping to prepare and promote their upcoming events and fundraisers by gathering information about potential donors and groups or organizations that may be interested in participating or partnering with LETR and SONC events.

I have accomplished researching and compiling multiple lists of potential fundraiser donors for LETR events. I have also solicited requests to these potential donors. I have helped to organize and prepare for a T-Shirt/merchandise exchange by putting together possible merchandise to be exchanged. I have been helping to prepare for upcoming events such as the Polar Plunge and Poker Tournament. I have done editing on a donation letter and have found businesses, organizations, and other groups to be potential donors for these events.

I have extensively expanded the pool of potential donors for the LETR fundraising events occurring in the South Bay Area. There are many small steps and details in the event planning process. My accomplishments over the course of the summer have helped in the process. Without adding more potential donors and soliciting donation letters there would not be adequate funds for future events to occur.

I gained a great deal of experience of what it takes to successfully run and manage events from behind the scenes. I have learned the importance of creating and building on connections. I have enhanced my skills of internet research. I will use this skill to find resources for the children and families I also work with. This skill will also be useful for my academic career, especially for papers and projects.

The most rewarding part of this internship was being able to experience something new. I have never worked in an office setting. This was also a challenge for me. I am use to active fast paced work environments so it was difficult to remain stationary for extended periods of time. Also the most rewarding aspect of this experience was being able to attend events such as the LETR races and the SONC Summer Games. These events revealed the vast community SONC represents. It also shows the end product of numerous hours spent planning and preparing for events months in advance.
1. What I accomplished?

- Grew Instagram followers by 127%
- Increased Instagram photo like engagement by 260%
- Increased Instagram photo comment engagement by 1,290%
- Researched 45+ hashtags in the special needs niche
- Engaged with Instagram users through special needs hashtags
- Created Camp Krem Instagram bio
- Researched local news stations contact information
- Interviewed and photographed counselors and campers for Instagram content.
- Interviewed Alex Krem, Executive Director and Sean Reimer, Chicago special needs teacher
- Photographed daily events and uploaded photos to the Facebook page
- Posted daily individual Facebook photos highlighting camp’s events

Camp Krem is improving its social media presence by using Instagram as a platform to visually tell the camp’s story. By photographing the campers, interviewing them, and posting this on social media we are able to show the world their personality, their stories, and present them as individuals who are not defined by their developmental disability. An increased social media presence allows the organization to have a strong social presence and increase their visibility which enables other companies and potential funders to understand their vision and work.

Having never worked with the special needs population, I experienced a massive shift in my perspective about life. The counselors and staff are the most selfless and caring people I have ever met and that aura of positivity illuminates throughout the entire camp. I learned that the campers are misunderstood human beings who unfortunately are not given a chance outside of camp to show their personality and be themselves. These campers have favorite foods, dream destinations, career aspirations, and just like you and me - all they ask for is to be given a chance to not be judged and be accepted for who they are.

In terms of career goals, I realize that I like working with people – special needs or not. I also have fallen in love with photography, mainly photographing people. I enjoy shooting nature and landscapes but having the human element in the shot is something that cannot be replaced or fabricated. I see myself being in the social media, marketing, and photography field after college, but after experiencing camp, I want to travel, meet new people, immerse in new cultures, and experience life before settling into a career.

The most rewarding aspect of the internship was learning photography to capture the authentic moments of the campers. Most of my photography is candid this captures the true emotion of the person at that moment. I learned how to shoot manual with the help of a professional volunteer photographer. Having 9 bad shots and 1 good one magnifies the goal of freezing that moment in time with a click of the shutter. Especially shooting the special needs population, their emotions are raw, uncensored, and authentic. Capturing a photo of a camper who never smiles, smiling or a camper who loves to go on the swing and taking a shot of them at the peak of their swing with not a worry in the world is absolutely rewarding.
Brianne Kaleo, Grant Writing Intern

I interned with SHELTER, Inc. to support their cause to prevent homelessness, end the cycle of homelessness and provide affordable housing in the Contra Costa County. My curriculum involved basic grant seeking skills, the grant writing process, researching prospective funders, storytelling to use in grant applications, and writing proposals and grant reports. Also, incorporated as a part of my internship was to work with the Head of Communications, where I interviewed donors, wrote articles and social media posts, and created PowerPoints for SHELTER, Inc.’s annual fundraising event, Swing for SHELTER.

For session one, I learned the basics of grant writing and how to research potential funders by using the Foundation Center Online Directory. I met the Development and Grants team and learned what each person’s role. In session two, I focused on prospective funders and performed deeper research to see if their goals and ours were a fit. I completed about fifteen prospective worksheets to keep track of each potential funder and their information. In session three, I completed my first final grant report by using past progress and final reports as a guide. In session four, I began two grant applications. I drafted both letter of intents and the narratives for SHELTER, Inc.’s programs that needed funding. In session five, which was my favorite, I interviewed two case managers who shared clients’ stories of how they became homeless, where they were before, where they are now. Then, I wrote two stories that could be used in future grant applications. In my last session, I worked with Communications and Design Specialist, by designing 200 silent auction cards that were used at the annual fundraiser, SWING for SHELTER at Round Hill Country Club, in which I also volunteered. Also, I interviewed a donor and wrote an article.

My accomplishments relieved a lot of stress for my Development and Grants Manager. July was a very busy month for and she was working on five grant applications that were due back to back and having me there relieved a lot of her workload. Also, I believe my client stories will appeal to SHELTER, Inc.’s potential funders, which helps SHELTER, Inc. help the homeless in the Contra Costa County.

The skills I’ve gained from this internship will help me in the rest of my college career and in obtaining my first job out of school. Not only did I improve my researching skills and grant writing abilities, I can also use those skills when researching for one of my college courses and apply them in the workplace.

The most rewarding aspect of my internship was that I knew I was helping the homeless community. When I was interviewing the case managers and hearing the stories about SHELTER, Inc.’s clients, I was very emotional and it motivated me that much more to write an amazing story so that funders may help SHELTER help others. Knowing that I was doing something good for those in need was the most rewarding aspect of this internship.
Zinaya Brown, Intern Counselor

I am shadowing the counselors at Project Eden during their parent and youth group meetings. I have also helped at the Barbara Lee Center in San Leandro. At the BLC, I assist with programming such as Art, Choices, and Sports.

In shadowing the counselors and participating in group discussions, I have learned that there is more to helping others than simply listening. I originally thought that above any great advice one might get, the chance to be heard would be of the most value in the healing process. Interning at Project Eden has changed that thinking. At times it might be one’s own experience that helps warn others or unifies a group and other times it might be reading a middle schooler’s developing novel. As long as one is fully present then the rest is up to the youth to decide. I have learned and utilized a variety of means to help participants feel more at ease and empowered. That is part of helping others and that is my primary goal, as an intern now and in my future profession. I hope to learn more skills that help others in more direct and subtle ways that make life more manageable, if not great.

These accomplishments, helped equip me with more knowledge of how to address other’s needs. Without this knowledge and experience one cannot hope to help others. As an intern, I help support Project Eden to the best of my capacity in its programing and those programs help others in our community who are developing new ways of living, and preventing/battling alcohol and drug usage.

I wanted to learn more about how nonprofits are organized to meet the needs of the population it serves before I begin graduate school for social work. The staff and youth have made me feel very comfortable. Yet there is still a huge urgency to keep certain information private and to follow strict guidelines in order to protect youth participants. I have had a great summer working with Project Eden.

At first the most challenging part of my internship was finding my place and getting a feel for my responsibilities as an intern. I’m an anxious person at the start of anything new and I would always prefer to know everything right away. However, I am grateful that my Director was very understanding and open to all my questions. She made sure that my tasks in the office and in the field linked directly to my interests and strengths. I knew that I could ask her or any of the staff members anything about their experiences or a task. The entire experience was rewarding in unanticipated ways. I would recommend this internship to anyone who likes working both in and out of the office, with knowledgeable and warm staff, and inspirational youth.
Eric Emler, Program Coordinator

As a summer intern for the Contra Costa Kops for Kids organization, I have helped and work with both the director and development and communications manager. My main effort has been to help with setting up the 18th annual Kops for Kids golf tournament which is being held on the 29th of August. So far I have been contacting different sponsors to donate prizes for our raffle and silent auction. Most of the sponsors are repeat donators, but some I contacted for the first time and was able to successfully convince them to donate items this year. I was also tasked with picking up all of the donated items from the different sponsors and on the day I hit the 50 hour mark I went to pick up and transport over 15 cases of water and Coca-Cola for the upcoming tournament. Before the 50 hour mark of the internship, I was offered me a part-time job as a program coordinator once I finished my internship, which I accepted.

When I first started the director was getting ready to set up and supervise the 2 day summer camp in Clayton for kids involved in the Kops for Kids program. I spent the first day at the camp helping set up tents and getting to know the kids who were spending the 2 days there. After the last day I returned to the camp to help break down all of the tents and bring back all of the equipment back to the office located in Concord. So far volunteering for Kops for Kids has helped me get experience in social and community work field. A couple of months ago I applied for a youth organization through Contra Costa County but was rejected because I didn’t have enough experience in the field. After accepting the Program Coordinator job with Kops for Kids I believe I will eventually get the right experience so when another job opening becomes available with the county I hope I will have the right experience to move further within that hiring process.

After completing my 100-hour internship with Kops for Kids, I achieved my overall goal of helping coordinate and volunteer for their 18th annual golf classic at Oakhurst Country Club in Clayton, CA. During the golf classic my job was to measure the closest shot to the $1,000 prize hole and figure out at the end of the tournament the winner of that prize. Overall the classic was a success, we were able to give away a lot of raffle prizes that local businesses donated. The silent auction was a success as well, I put together all of the silent auction packages as well as made all of the posters that included everything that came with the different packages. I created all of the certificates of appreciation that we gave to all of our sponsors. Since I finished the 100 hours I am staying on full time with Kops for Kids helping coordinate with locals to set up the Positive and Mental Attitude seminars that Kops for Kids does. I went today with Neil Stratton and observed the seminar at Antioch High School so I could understand what I am offering to other schools. The most rewarding part of the internship was getting the opportunity to stay with the organization and start getting work experience that relates to social work.