(1) Name of Company / Association / Organization Morford Drulis Associates, LLC.

(2) Intern Coordinator Michael K. Drulis

(3) Location of Internship 308 West State Street, Trenton, NJ

(4) # of Summer 2016 Interns Accepted 2

(5) Length of Internship 160 hours

(6) Required Hours/Week 8

(7) Is there some type of salary or stipend? YES

(8) If so, how much? $500

(9) What is the application process? (Please include deadlines and other requirements. Feel free to attach additional pages) Students are asked to submit their resume with a cover letter and a writing sample less than 5 pages. This will provide us with enough information to make sure we are the right fit for their experience and that their background is strong enough for the challenges ahead.

(10) Intern work areas: Clerical x  Research x  Errands x  Organizing x

(11) Please explain the work that will be required of the intern Interns are requested to work 8-16 hours a week on both/either Monday or Thursday. They will need proper attire and attend regular statehouse meetings and report to clients on happenings. They will be involved in policy meetings with principals. Interns are tasked with developing policy, news, newsletters and other communications based on client needs.

(12) Will there be opportunities for the intern to observe:

- Internal strategy sessions? Yes
- Legislative sessions? Yes
- Committee meetings? Yes

(12) Is the intern expected to work evenings and weekends? If so, please explain

The only weekend and nights would be special events, fundraisers and campaign events.

(13) Do you have any suggestions for applicants? What you put in is what you get out. The best experiences are had by those who realize the work they are doing is client level work and important.