



CASS LOGANSPORT
Economic Development Organization

City of Logansport Student Internship Reimbursement Program

City of Logansport Officials and Cass Logansport Economic Development Organization (CLEDO) believe that students who work under an internship arrangement will enhance their education, their professional experience, and their interest in local industries. Therefore, reimbursements are offered to promote internships for undergraduate students majoring in academic disciplines applicable to the local industries within Logansport (i.e., construction management, mechanical engineering, manufacturing, health care, etc.).

Reimbursement Description: The Logansport City Council has appropriated \$25,000 from unrestricted County Economic Development Income Tax (CEDIT) funds to local corporations and industries that hire summer interns or work through an affiliated cooperative program to hire college students throughout the year, to be appropriated at the sum up to \$1,000 per summer intern and \$500 per semester for cooperative students (spring and fall semesters)

Application Procedures:

To apply for an internship reimbursement, please send an email to Bill Cuppy at bill@logan-casschamber.com including all the information requested below. Applications should be no longer than one single-spaced page. If approved, you will receive email notification within 7 days of submitting your application.

Application MUST include the following information:

1. Company name, contact person, address, telephone/fax numbers, email address
2. Intern's name, address, telephone, email address
3. School intern is attending and Major or Program of study
4. Intern's supervisor's name
5. Location of internship (i.e., company branch, if applicable)
6. Term of Internship (Start date – End date)
7. Salary (per hour amount)
8. A brief description of the intern's responsibilities (50 words or less)

Reimbursement Procedure:

1. Two weeks prior to the end date of the internship, email bill@logan-casschamber.com to request an internship survey to be completed by your intern.
2. Submit copies of the intern's paystub and time sheets via facsimile (574-735-0909) or email indicating that the student's wages earned over the course of the summer amounted to at least the requested reimbursement amount up to \$1,000 or \$500 in the case of a cooperative student.
3. Please submit a completed W-9 of your company for our records.
4. Once the student has completed and returned their confidential survey, **AND** we have received adequate financial documentation and a completed W-9, your reimbursement check will be issued.

Respectfully,

Bill Cuppy
President