January 2019

1. Collect alumni information through LinkedIn
   1. To help SMSF garner a strong alumni support base
   2. Task - to get a list of SMHS alumni and go through LinkedIn to get their current profession and any contact information
2. Translation needs
   1. SMSF wants to make sure that we are able to get our message out to as many community members as possible
   2. Help translate any SMSF materials into Mandarin - simplified, if possible
3. Administrative tasks
   1. Help with any additional administrative tasks throughout the office
   2. This will become very useful in Feb.-Mar.
4. Social Media
   1. Help with content gathering
      1. Stories that are important to SMUSD community and the schools
      2. Stories that will make people want to support the Foundation
      3. There is a rough social media schedule that will be shared with interns
5. Data collection
   1. Help collect simple non-classified data for staff to use in creating touches and communications with SM community

February 2019

1. Organize and prepare Huntington Drive banners
   1. The last two weeks in Feb. are dedicated to preparing and organizing the Huntington Dr. family banners
      1. Help separate banners out based on location placement in the city
      2. Roll and bag all banners and get them ready for pick up by the city
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March 2019:

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5. Data collection
   1. Help collect simple non-classified data for staff to use in creating touches and communications with SM community

April/May 2019:

1. Foundation Week
   1. Even though this event happens outside of the alloted internship semester, interns will help with preparation of any materials, bag stuffing, event set up that happens throughout Foundation Week
2. Yard Signs
   1. Happening the last two weeks in May, yard signs are extremely important part of the SMSF calendar
   2. Interns will help with putting out yard signs in late donors’ yards
   3. Help with pick up once the Trustees have all completed their yard sign assignments
      1. Every year there are always yard signs that are accidentally missed and not picked up. The city limits will be split up amount the interns and each intern is in charge of their section to do a final sweep and pick up any missed sign