

ATLANTA URBAN CORPS

INTERNSHIP ASSIGNMENT

30 Courtland Street, N.E.
Atlanta, Georgia 30303

1	COLLEGE	2	DATE	3
	Georgia State		5-29-69	

4	5
NAME & ADDRESS	6
Thomas Fleming 1607 Clifton Road, N.E. Atlanta, Georgia	<input checked="" type="checkbox"/> INITIAL ASSIGNMENT <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> PART TIME <input checked="" type="checkbox"/> SUMMER
	7
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D

7	COORDINATOR	8	PHONE	9
	Mr. Dan Sweet		522-4463 Ext 28	

10	NATURE OF ASSIGNMENT	11
12	11	
ADDRESS		
City Hall, Atlanta, Georgia	Grant-in-Aid Research Intern-To assist the city in determining the extent and status of grants-in-aid; to research the City's use of federal and state grants and prepare a report on the extent of use and areas City should use which are not being utilized.	

TO BE COMPLETED BY AGENCY COORDINATOR

13	IMMEDIATE SUPERVISOR	14	SUPERVISOR'S PHONE	15
	Dan E. Sweet Jr.		522-4463	
	ASSIGNMENT (NAME OF CENTER)	17	ASSIGNMENT HOURS	19
	Mayor's office		FROM TO	
	ASSIGNMENT ADDRESS	18	TUES	
	209 City Hall		WED	
			THURS	
			FRI	
			SAT	
			SUN	
16	REMARKS	20	STARTING DATE	21
			June 16, 1969	
		20	SIGNATURE OF COORDINATOR	21
			Dan E. Sweet Jr.	

TO BE COMPLETED BY INTERN IF DECLINING ABOVE POSITION

I decline this assignment and wish to be reassigned because:

I wish to withdraw from the URBAN CORPS. (see item 5 on reverse)

DISTRIBUTION: WHITE, CANARY & GREEN - URBAN CORPS
 PINK - AGENCY COORDINATOR
 BLUE - INTERNS RECORD

AGENCY COORDINATOR

INSTRUCTIONS:

TO URBAN CORPS INTERN:

1. This is your intern assignment. In accordance with your stated preference, you have been assigned to the position described in Box 11 on reverse side.
2. You **MUST** contact the COORDINATOR named in Box 8 immediately to arrange for an interview, at which time the exact nature of your assignment will be outlined.
3. Bring all five copies of this form with you to the interview. **DO NOT SEPARATE THEM.** At your interview, the agency coordinator will fill out Boxes 13 through 21.
4. The agency coordinator will retain the pink copy. You will remove the blue copy for your records. You **MUST** return the other three copies to **THE ATLANTA URBAN CORPS, 30 Courtland Street, N.E., Atlanta, Ga. 30303.**

IMPORTANT--NO PAYROLL WILL BE PROCESSED UNTIL THESE FORMS ARE RECEIVED BY THE URBAN CORPS OFFICE.

5. If, before the interview, you decide that you do not want this assignment, check space in Box 22 and state your reasons. If you wish to withdraw from the URBAN CORPS, check the space in Box 23. **THEN RETURN ALL COPIES TO THE URBAN CORPS.**

TO AGENCY COORDINATOR:

1. The intern who brings this form has been assigned to the specific position whose Assignment number appears in Box 10.
2. If you accept the intern for the assigned position, complete Boxes 13 through 21.
3. Retain the PINK copy for your records.
4. **RETURN THE REMAINING FOUR COPIES TO THE INTERN.**
5. If the intern is not acceptable or declines the position, check the appropriate space in Box 13 and return all five copies of the form to the intern.

NOTE:

If there are any questions regarding placement procedure, please feel free to call the URBAN CORPS at 524-8091 or write:

ATLANTA URBAN CORPS
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Atlanta, Georgia 30303