

Intern Handbook template

The less time staff spends addressing simple questions and organizational concerns, the better. Documenting the basics of your nonprofit's office function, like dress code, office hours, and payment details in an intern handbook that is sent out before they arrive for their first day can save staff tons of time in onboarding and managing.

Use the template below to create a comprehensive Intern Handbook that will bring your organization's interns up to speed on the basics. This will free up time for managers to cover a greater depth of job- and task-related questions during orientation and training.

[Organization Name] Intern Handbook

Welcome to the team!

What is [your organization]?

Include mission and vision statements.

Team values

Positive, honest, mission-driven, etc. What are the attributes and attitudes all team members are expected to uphold?

GENERAL

Get all the basics in writing.

- Office location
- Dress code
- Office Hours
- Management
- Personal & Sick Days
- Holidays
- Religious and High Holidays

FUN STUFF

Get interns excited! Brag about the perks of being on your team, like

- Upcoming team outings
- Weekly team lunches
- Learning opportunities or organization events

DON'T BE A JERK

Detail any behavior, harassment, or anti-discriminatory policies

FINANCES

Include how, when, and how much will interns be paid, plus contact information of the best person for interns to reach out to if they have any issues.

ROLE

Include job title, length of internships, and name of the intern's direct manager. If your organization has non-compete, confidentiality agreements, or similar policies, be sure to include them here.

I, [intern name], understand the contents of [your organization's] Intern Handbook.

Intern signature

Date