

Paperwork Checklist

Si necesita alguno de estos recursos en español, haga [clic aquí](#).

Nếu bạn cần tài nguyên bằng tiếng Việt, vui lòng [bấm vào đây](#).

Before starting as a YFI intern, you need to **submit some paperwork and a few documents to our Formstack portal**. The steps to complete your paperwork are listed below. If you can't complete one or more of the steps, read over the "Common Concerns" on the next two pages. If you still have questions, don't worry! We'll help you out. Just email us at internship@youthforcenola.org.

1. Create a professional Gmail account if you don't have one already.

You'll need to use this Gmail on all 5 forms mentioned below. It should include some combination of your first, middle, and/or last names, and **it cannot be your school email**. For example, paige.brown1@gmail.com would work, but not bballstar57@gmail.com or pbrown@school.org.

2. Fill out the Intern Information Form ([linked here](#)).

We need this form to make sure the contact information we have on file is correct, assess your availability during internships, get an emergency contact on file, and generate your work permit.

3. Fill out the Intern Documents Form ([linked here](#)). For this form, you'll need to submit:

- A copy of your **photo ID** (driver's license, passport, or state ID **preferred**; school ID also accepted).
- A copy of your **birth certificate OR another legal proof of guardianship** (adoption certificate, letter from LA foster care program, a court order, vaccine records, or other official document from the state of LA). This is only required if you are under 18 or if you are over 18 but submit a non-government issued ID as your photo ID.
- A **direct deposit form** if you already have a bank account in your name. All interns will receive their paycheck electronically and need to have a checking account in their name. **If you don't have an account yet, that's ok.** The direct deposit form is not due until mid-June. We will provide more banking information at orientation.

4. Fill out the Intern Safety Form ([linked here](#)) with your parent or guardian.

If you're under 18, your parent/guardian will need to fill this out with you. On this form, you'll need to submit your COVID-19 vaccination status.

5. Parent or guardian signs work permit application. (Skip if you'll be 18+ by May 29.)

If you're under 18, we will auto-generate a work permit application after you fill out the Intern Information Form. Then, we'll email it to your parent/guardian for them to electronically sign.

6. Intern signs final copy of work permit. (Skip if you'll be 18+ by May 29.)

Once we process your work permit application, we'll email you a final copy to electronically sign.

7. Fill out the Data Consent Form ([linked here](#)) with your parent or guardian.

If you have a **social security number**, you'll need to submit it on this form.

8. Fill out the Recording & Media Release Form ([linked here](#)) with your parent or guardian.

All documents and forms (except direct deposit) are due by May 15, 2024.

Don't see the answer to your question here? Email it to us at internship@youthforcenola.org.

Si necesita alguno de estos recursos en español, haga [clic aquí](#).

Nếu bạn cần tài nguyên bằng tiếng Việt, vui lòng [bấm vào đây](#).

Common Concerns

I don't have a photo ID. How can I get one?

If you don't have an ID with your photo on it, email internship@youthforcenola.org to let us know. We can figure out together what type of photo ID will be easiest for you to get and talk through the steps to do so.

My birth certificate has been lost or misplaced. How can I get a new one?

If you were born in Louisiana, you can get a copy of your birth certificate from the [State Registrar and Vital Records office](#) in a few steps.

- **Step 1:** Decide what identification documents you'll use when you request the birth certificate. You'll need one primary and two secondary documents. The full list of options is [online](#).
- **Step 2:** Figure out how you will pay for the copy. It costs \$20-30 dollars to get a copy of a birth certificate.
- **Step 3:** Submit your request online through [VitalChek Network](#), the authorized online service provider for the State Registrar.

If you were born somewhere else and need help, email internship@youthforcenola.org.

I am not living with a parent or legal guardian right now. What should I do?

We'll help you figure out who can sign your paperwork! As soon as you can, please email us at internship@youthforcenola.org to let us know you're not living with a parent or legal guardian right now.

I don't have a Social Security Number. What should I do?

If you don't have a SSN, you can still participate! We will ask you to turn in a TIN number instead. If you don't have a SSN or TIN, call Mx. E (the YFI Program Manager) at 504-314-5217. If Mx. E doesn't pick up, please leave a message and they'll call you back as soon as they can.

If you have a SSN but have lost your card, you can apply for a new one. Learn how to get a new card [here](#). In general you will need to: figure out what documents you will need to present [here](#), fill out the [application](#), and mail your application to an [office near you](#).

I am not 18 yet. How do I get a work permit?

All you need to do is fill out the [Intern Information Form](#), and we will auto-generate a work permit application for you! After we generate your application, we will email your parent/guardian a copy for them to sign. Once we process the signed application, we will email you a final copy for you to electronically sign.

All documents and forms (except direct deposit) are due by May 15, 2024.

Don't see the answer to your question here? Email it to us at internship@youthforcenola.org.

Si necesita alguno de estos recursos en español, haga [clic aquí](#).

Nếu bạn cần tài nguyên bằng tiếng Việt, vui lòng [bấm vào đây](#).

Where can I find copies of the forms I need to fill out? Where do I turn them in?

You need to fill out the following five forms. Each can be found on your Formstack form portal or by clicking these links directly:

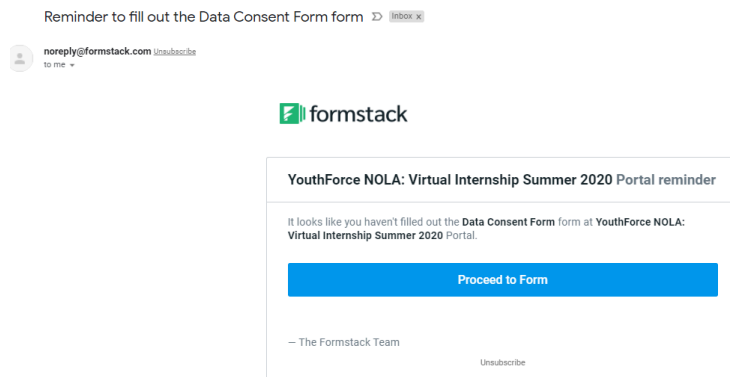
1. [Intern Documents Form](#)
2. [Intern Information Form](#)
3. [Intern Safety Form*](#)
4. [Recording and Media Release Form*](#)
5. [Data Consent Form*](#)

**If you're under 18, you will need to have your parent or guardian sign the three forms marked with an asterisk above. The parent or guardian who signs your forms should be someone who is listed on the guardianship document you turned in. For example, if you turned in your birth certificate, make sure a parent listed on the birth certificate signs your forms.*

Once you've completed all five forms, all you need to do is hit "Submit"!

I can't find my Formstack portal. How can I access it?

You should have received an email inviting you to fill out the forms on your form portal. If you didn't, please email us at internship@youthforcenola.org to let us know. The email looks something like this:



I don't have a bank account in my name. What should I do?

Email us at internship@youthforcenola.org so that we can help you open an account. We will provide you with more information about the process at orientation. The final deadline to turn in a direct deposit form is in mid-June (during the 2nd week of training).

All documents and forms (except direct deposit) are due by May 15, 2024.

Don't see the answer to your question here? Email it to us at internship@youthforcenola.org.

Si necesita alguno de estos recursos en español, haga [clic aquí](#).

Nếu bạn cần tài nguyên bằng tiếng Việt, vui lòng [bấm vào đây](#).