



OF BUSINESS AND ENTREPRENEURSHIP

Student Manager Intern Application

- **Must be signed by the applicant and Parent/Guardian**
- **Must include a *letter of recommendation* from a current instructor or coach AND a *statement of why you want to participate* in the internship offered by VyStar Credit Union**
- **Must be returned to your Career Academy Instructor, Mr. Gufford**

Attention Parent / Guardian

***In order for your student to be considered for our internship opportunity, the PARENTAL CONSENT AGREEMENT (the last page of this packet) must be completed and signed by you.**

Parent/Guardian initials:

_____ Your student must have transportation to and from the training and work sites.

_____ JUNE is a mandatory training month. Your student MUST attend mandatory training in order to participate in the internship opportunity.

VyStar Academy of Business and Entrepreneurship at Mandarin High School
Student Manager Intern Application

VyStar's Vision

The vision of VyStar Credit Union is to be the primary financial institution for its members and to bring credit union services to more people.

VyStar's Mission

The mission of VyStar Credit Union is to focus on serving the financial needs of our members by providing quality services while maintaining fiscal soundness.

Core Competencies

We will coach the below skills following our normal business procedures.

Attendance and Punctuality

On time as agreed, must continue to support the school branch in order to be qualified to work at the support branch.

Attitude

Positive, Forward Thinking, Solution Minded, Team Oriented and Respectful

Accountability

Do what you say, when you say you'll do it. Your fellow student managers and our members are counting on you!

Accuracy

Follow teller balancing and transaction policies and procedures.

Appearance

Dress appropriately, use appropriate body language, respectful tone of voice and appropriate mannerisms.

Core Values

Our Core Values are expected behaviors at all times. In order to maintain the integrity of our high school program, a breach of any Core Value could result in disciplinary action up to and including termination from the program.

Integrity Trust Respect Caring Courage Dedication Loyalty

**VyStar Academy of Business and Entrepreneurship at Mandarin High School
Student Manager Intern Application**

High School Branch Program
Standards of Excellence for VyStar Student Manager Interns

1. I will focus on my VyStar responsibilities during my school branch period; I understand that doing homework or anything else distracting me from my responsibilities is unacceptable and violates VyStar policies and procedures.
2. I will keep my cell phone with my personal belongings while I am working in the branch.
3. I will treat my co-workers with professionalism and respect.
4. I will greet members with a smile, shake their hand, say hello and ask how I can help them.
5. I will greet members and ask them for their name before I ask them for their member number.
6. I will call our members by name. It is important to them!
7. I will acknowledge members I come in contact with, even if only in passing.
8. I will offer assistance to any member who looks like they are unsure of where to go.
9. I will apologize to members for their wait and let them know someone will be with them as soon as possible.
10. I will show new members where everything is located in the branch, making them feel “at home” during their visit.
11. I will take advantage of opportunities to introduce members to other employees whenever possible, showing our members that they are important.
12. I will treat all members with courtesy and respect and use proper grammar when speaking.
13. I will give my undivided attention to every member I assist, whether in person, on the telephone or in the drive thru.
14. I will strive to resolve all member problems to the best of my ability or ask for assistance from someone who can.
15. I understand that I am responsible for the development and implementation of the school branch marketing plan.
16. I will thank every member for their business and tell them to have a nice day before they leave my office, teller window or the drive thru or before I hang up with them on the telephone.
17. I will follow VyStar’s dress code and present a professional image to our members at all times.
18. I will be responsible for ensuring my Check-In and Check-Out time punches within Workday are accurate while following all Federal and State of Florida Child Labor Laws

I will do all of the above because I am here to assist members and provide the level of service and professionalism they deserve and expect. I will support the Vision and Mission of VyStar and want our members and potential members to have the best experience possible!

**VyStar Academy of Business and Entrepreneurship at Mandarin High School
Student Manager Intern Application**

Student Information

Name: _____ Current Grade Level: _____

Address: _____

Home Phone: _____ Cell Phone: _____

- Attach: 1) a LETTER OF RECOMMENDATION from a current instructor or coach; **AND** 2) a STATEMENT OF WHY YOU WANT TO PARTICIPATE in this internship offered by VyStar Credit Union.

Parent / Guardian Name(s): _____

Address: (if different than above) _____

Home Phone: _____ Cell Phone: _____

Student Signature

Signing below indicates that you have read and understand the information and expectations listed within the Student Manager Internship Application Packet and that you agree to continually meet *ALL* of the following requirements:

- I am enrolled in the VyStar Academy of Business and Entrepreneurship at Mandarin High School.
- I intend to remain enrolled in the academy Mandarin High School for the upcoming school year.
- I have reliable transportation to and from work and training sites.
- I will adhere to all school attendance, academic and discipline requirements during my participation in the internship.
- I will adhere to ALL of VyStar's Code of Ethics, policies and procedures.
- I will attend all required training, scheduled school and support branch functions.
- I will display a positive attitude with my fellow student manager interns, teachers, staff and VyStar membership.
- I will display a professional demeanor at all times (social media, dress code, school and VyStar functions, etc.)
- I will follow instructions and complete work accurately; including following all CHILD LABOR LAW requirements.
- I will provide high quality member service on a daily basis.
- I will work cooperatively in a team environment and effectively as an individual.
- I will complete assigned day-to-day school branch operations and management duties.

Student Signature

Date

**VyStar Academy of Business and Entrepreneurship at Mandarin High School
Student Manager Intern Application**

PARENTAL CONSENT AGREEMENT

Whereas, VyStar Credit Union, a Florida State Chartered Financial Institution (“VyStar”), has collaborated with the School Board of Duval County, Florida, to create learning laboratory branches in certain Duval County High Schools to provide hands on training in the financial services industry to selected students, and

Whereas, _____ desires that _____ participate in the learning laboratory branch at Mandarin High School.

Now, therefore, in consideration of the learning opportunity provided to _____ by VyStar through the creation and implementation of the learning laboratory at Mandarin High School, _____ on behalf of _____ hereby agrees as follows:

- 1) _____ agrees to fully cooperate in any investigation by VyStar of any financial irregularities in the learning laboratory branch. Such cooperation includes but is not limited to: (a) consent to questioning by appropriate VyStar representatives or questioning by High School Resource Officer, in the presence of the appropriate VyStar representatives; and (b) consent to production of any documents, or correspondence (whether electronic or otherwise) relevant to VyStar’s investigation.
- 2) VyStar agrees to notify _____ if and when it becomes necessary for _____ to participate in any investigation as described above. The parent or guardian of _____ may be present during the investigation.

X

Signature of Parent/Guardian

X

Signature of VyStar Representative