# Community Internship Collaboration Business Proposal

## Fall, 2019

<table>
<thead>
<tr>
<th>Organization name</th>
<th>Daphne Weir, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor/Contact name</td>
<td>Daphne Weir</td>
</tr>
<tr>
<td>Address</td>
<td>991 Central Avenue, Los Alamos</td>
</tr>
<tr>
<td>Phone number</td>
<td>505-661-9052</td>
</tr>
<tr>
<td>E-mail address</td>
<td><a href="mailto:daphne@daphneweir.com">daphne@daphneweir.com</a></td>
</tr>
<tr>
<td>Organization website</td>
<td>Daphneweir.com</td>
</tr>
<tr>
<td>Describe your organization</td>
<td>Accounting &amp; Tax Services</td>
</tr>
<tr>
<td>Internship title</td>
<td>Accounting Office Intern</td>
</tr>
<tr>
<td>Specific days/hours (if applicable)</td>
<td>MWF afternoons</td>
</tr>
<tr>
<td>What will the student learn from the internship?</td>
<td>Office management, accounting data entry</td>
</tr>
<tr>
<td>What does your business need that a student intern can impact?</td>
<td>A friendly face at the front desk, additional help with data entry</td>
</tr>
<tr>
<td>What project(s) will the intern work on?</td>
<td>Data entry; filing; basic accounting structure and procedures</td>
</tr>
<tr>
<td>What skills are required for this internship?</td>
<td>Great customer service; great work ethic; punctuality and dependability; strong computer skills</td>
</tr>
<tr>
<td>What final deliverables will the student produce?</td>
<td>Come away with the knowledge of systems and procedures in an accounting office</td>
</tr>
</tbody>
</table>

### How would you describe the primary purpose of this project? (Select one)
- __Computer Science/IT__
- __Science (Biology, Chemistry, Environmental)__
- __Marketing/Communications__
- __Project Management__
- X __Accounting/Finance__
- __Other__

### If “Other”, please specify
Click here to enter text.

### Any additional information you would like to share?
Click here to enter text.