



# 2017 FPA Annual Conference Student Intern Program

The Student Intern Program is an essential part of the staffing model for the FPA Annual Conference. Volunteer interns will provide much of the onsite support to FPA Staff, the Annual Conference Task Force, and other meeting volunteers in delivering an excellent experience for Annual Conference participants. A majority of the volunteer's time will be devoted to working as event staff and they may not be able to attend educational sessions. The benefits of this program are extraordinary and will continue after the event and include:

- One complimentary conference student registration
- Hotel lodging will be provided and reserved by FPA from September 30 – October 4, 2017. Volunteers may be sharing rooms with other interns
- Dinner will be provided by FPA on Saturday, September 30, 2017
- Breakfast, lunch and dinner will be provided by FPA on Sunday, October 1, 2017
- Breakfast, lunch and dinner as part of the regularly-scheduled conference events
- Travel expenses up to \$500 will be reimbursed with submission of completed Travel Reimbursement Form and receipts no later than Monday, November 6, 2017
- A chance to learn about conference management
- Time to meet and discuss the profession with prospective employers
- Opportunities to connect with fellow students
- Chances to gain valuable resources to help with professional development
- A behind-the-scenes look at the Association's operations, services and programs

## Eligibility requirements for this program are as follows:

- Be an FPA member
- Be a current undergraduate student enrolled in a CFP Board Registered Program
- Be a student in good academic standing – minimum GPA of 2.5 on a 4.0 scale OR 75 on a 100 point (%) scale
- Complete and agree to the terms outlined in the [2017 FPA Annual Conference Student Volunteer App](#)
- May not participate in the Financial Planning Challenge
- May not participate in pre-conference programs
- Arrive in Nashville no later than Saturday, September 30, 2017 by 12:00 pm ET
- Attend mandatory training starting on Saturday, September 30, 2017 at 2:00 pm ET
- Depart Nashville anytime on Thursday, October 5, 2017

## Student Intern Responsibilities:

- Wear professional attire throughout the conference and conduct oneself in a professional manner at all times
- Staffing conference registration
- Assisting with conference evaluations
- Providing exceptional front line customer service to attendees
- Assist in onsite office operations
- Assist in opening/closing educational programs
- Post and remove signage
- Distribute Annual Conference communication as appropriate
- Attend daily staff meetings
- Serve as ambassadors for the Association during the meeting
- Other duties as assigned

## How to Apply:

- Scholarship application opens Wednesday, June 28 and closes on Monday, July 31
- Students will need to complete the [2017 FPA Annual Conference Student Volunteer App](#) to be considered
- Students will be notified by August 15th regarding the status of their application
- Please contact [Kyle Jordan](#) with any questions related to this program