Rural Retreat High School

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January 29, 2020

Attention Parents/Guardians:

Rural Retreat High School is proud to be partnering again this year with the United Way's Ignite Program to offer **PAID** summer internships to students. Internships will be available for application on **Monday, February 3, 2020**. Students must meet the requirements below in order to apply for internships:

- 16 years old or older by June 1, 2020
- completion of the 10th grade school year
- has reliable transportation
- available for four weeks of work between June 1 and July 31, 2020
- has completed the required items on the MajorClarity website. The MajorClarity website address is www.majorclarity.com
- has turned in the Internship Commitment Contract to **Melissa Reardon**, the school's Ignite Coordinator
- has distributed 2 Recommendation Forms to teachers at RRHS or the Wythe County Technology Center (teachers will return those to Mrs. Reardon)

Students will need to log into the MajorClarity website by using their school lunch ID for the user name and password and "Continue with Clevar." A copy of the internship manual have been seen to student email addresses. Mrs. Reardon can also help walk students through this process.

The required forms (Internship Commitment Contract & Recommendation Forms) will also be sent to student email addresses. Once completed, these forms must be uploaded into the MajorClarity website by Mrs. Reardon before students can be considered eligible to apply for internships.

Paper copies of the intern manual and recommendation forms can be picked up in the Student Services Office. If you have any further questions about the Ignite program or the internship application process, please contact Melissa A. Reardon (RRHS School Counselor and Ignite Coordinator) at melissa.reardon@wythek12.org.

Sincerely,

Melissa A. Reardon
School Counselor
Ignite Coordinator