

Default Question Block

Northeastern CHIP Host Site Application 2026

Thank you for your interest in hosting an AHEC CHIP Intern this summer, June 1 – July 24, 2026. If you need assistance in completing this form, contact Dana Ihlenfeldt at danai@newahec.org. The priority deadline for host site applications is Jan. 31st.

Block 1

In which county or counties will this internship be located?

If your county is not listed please return to the website and access the correct

application: <https://ahec.wisc.edu/chip-host-sites/>

- ☐ Brown
- ☐ Calumet
- ☐ Door
- ☐ Fond du Lac
- ☐ Kewaunee
- ☐ Manitowoc
- ☐ Outagamie

- ☐ Ozaukee
- ☐ Sheboygan
- ☐ Washington
- ☐ Winnebago
- ☐ Other

Has your organization hosted an AHEC CHIP intern in the past?

Please only consider if you've had a CHIP intern and not only that you applied to be a host site in the past.

- ☐ Yes
- ☐ No
- ☐ I'm not sure
- ☐ Other:

Host Site Information

Organization Name

Organization Department or Division

Where the potential AHEC CHIP intern would be working. (Ex: Environmental Public Health or Mental Health Action Team)

Street Address

City

State

ZIP Code

Please provide a copy of or URL link to your organization's mission and vision.

Host Site Contacts

Primary Contact*

The lead person at the host site organization overseeing the CHIP partnership with Wisconsin AHEC and who may be involved in supporting and mentoring the CHIP intern.

Mentor*

The lead person at the host site who provides direct one-on-one support and oversight of the CHIP intern and participates in any Wisconsin AHEC mentor trainings.

Authorized Signer

The person authorized to sign a partnership agreement on behalf of the organization with AHEC and UW-Madison.

*Both the primary contact and mentor will receive all communications during the student application and matching stages as well as the internship period itself.

Primary Contact Name

Primary Contact Title

Primary Contact Email Address

Primary Contact Preferred Phone Number

Will the Primary Contact also serve as the CHIP Mentor?

- ☐ Yes
- ☐ No

Mentor Name

Mentor Title

Mentor Email Address

Mentor Preferred Phone Number

Authorized Signer Name

Authorized Signer Title

Authorized Signer Email Address

Project Proposal

AHEC CHIP is a Project-Based Internship. Please use the space below to tell us about the expected project/s the CHIP intern/s will work on. It is important for students to have at least one project they are responsible for, so they have a product or deliverable at the end of their internship.

Project Title

(Ex: Social Media plan, Rural outreach toolkit, Client satisfaction survey)

Project Description

[Click here for a list of examples.](#)

Project Deliverables

Ex: Health education fact sheets, outreach toolkit, community impact report, etc.

Please confirm that your host site will commit to providing job shadowing opportunities to your CHIP intern.

☐ Yes

Please list the types of roles the CHIP intern can shadow at your organization or with a community partner:

CHIP interns are generally very efficient, and it's important to have other projects and/or tasks prepared for them to work on over the 8-week period. What other projects and/or tasks will the CHIP intern engage in at your host site?

If available, would you be interested in taking more than one student intern for this main project?

Please note, this would be for the same main project. If you have another main project you need to fill out a second proposal form.

- ☐ Yes
- ☐ No

How many additional interns could work on this main project?

Intern Position Type, Format, Skills, Experience, & Requirements

We have a variety of intern positions available to offer flexibility to you and the students. Please rate each intern position option based on your preference. All options fall in the same 8-week period, June 1 – July 24, 2026.

	Most Preferred	Would Consider	Not Under Consideration
Full-time (38 work hours + 2 AHEC seminar hours each week)	☐	☐	☐
Three-quarter-time (30 hours + 2 AHEC seminar hours each week)	☐	☐	☐
Half-time (20 work hours + 2 AHEC seminar hours each week)	☐	☐	☐
Quarter-time (10 work hours + 2 AHEC seminar hours each week)	☐	☐	☐

Interns are required to attend weekly virtual seminars from 8:30–10:30 am on Wednesday mornings. Will this conflict with their responsibilities at your site? If so, please explain.

☐ No

☐ Yes

What format is required for this internship?

☐ In-person only

☐ Virtual only

☐ Hybrid (some in-person hours, some virtual hours)

If Hybrid is selected, how many hours per week are required to be in-person?

Please indicate the desired level of intern skills and experiences.

	Beginner or No Experience	Proficient	Advanced or Lots of Experience
Written communication	☐	☐	☐
Interpersonal communication	☐	☐	☐
Public speaking	☐	☐	☐
Project management	☐	☐	☐
Data entry/ collection/ analysis/ spreadsheets	☐	☐	☐
Marketing skills: flyer/graphic design	☐	☐	☐
Marketing skills: social media	☐	☐	☐
Marketing skills: website design	☐	☐	☐
Presentation development	☐	☐	☐
Research experience	☐	☐	☐
Detail oriented	☐	☐	☐
Ability to work independently	☐	☐	☐
Adaptability	☐	☐	☐
Customer service	☐	☐	☐
Grant writing, editing	☐	☐	☐

Please list and describe any other skills or experiences you're looking for not included in the above.

This is a good spot to list any specific software expertise used by your organization (e.g. Excel, PowerPoint, Canva, Adobe, SPSS, etc.).

Does the intern need experience working with or serving any special populations (e.g. youth, aging, minority, etc.)? If yes, please explain below.

☐ No

☐ Yes

Does the intern require any specific language skills? Please describe and be as specific as possible (e.g. fluency level, read/write/speak, etc.).

Does the intern require any of the following?

	REQUIRED	Maybe - might be helpful	Not needed
Valid drivers license	☐	☐	☐
Access to their own vehicle	☐	☐	☐
Access to their own laptop or computer	☐	☐	☐
Access to reliable internet connection	☐	☐	☐

Does your site require any additional requirements for volunteers that our CHIP intern would need to adhere to?

Examples may include specific vaccinations, background checks, trainings, etc.

Are you able to offer any housing assistance to the intern? Please explain below.

We prioritize student placements based on housing students already have available. Any housing assistance from the host sites may help facilitate student placement; ie: can

offer additional funds, willing to help student find affordable housing options near host sites, host site already has existing housing arrangements, etc.

Block 3

Host-Site Participation Fee

AHEC utilizes staff time and federal resources to support this program. Our funding only goes so far. Your investment in this program demonstrates your commitment and enables us to make a greater impact. Consider your organization budget, grant and sponsorship opportunities, and other resources. How much can your organization invest in AHEC CHIP this year?

\$4,800 = Full-time (38 work hours + 2 AHEC seminar hours each week)

\$3,600 = Three-quarter-time (30 work hours + 2 AHEC seminar hours each week)

\$2,400 = Half-time (20 work hours + 2 AHEC seminar hours

each week)

\$1,200 = Quarter-time (10 work hours + 2 AHEC seminar hours each week

We will gladly help identify funding opportunities for the host-site participation fee.

- ☐ We will pay the full fee.
- ☐ We will pay a partial fee (specify amount).
- ☐ We are unable to allocate funding, but would still like to be considered.

Please use the space below to tell us anything else about your organization, intern position and/or project not captured in the previous questions.

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