



**Catholic Charities
of the Diocese of Raleigh**

**Catholic Charities of the Diocese of Raleigh, Inc.
7200 Stonehenge Drive
Raleigh, North Carolina 27613-1620
(919) 821-9750
FAX (919) 821-9712**

Providing Help—Creating Hope—Serving All

**CHECK LIST FOR STUDENT INTERNS – LEVEL B
(Master’s level, Bachelor’s level or other)**

Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ ZIP _____

Degree Program: _____

School and Status: _____

Catholic Charities Placement: _____

Supervisor: _____

Responsibilities: _____

Date of placement From: _____ To: _____

Total agreed upon hours: _____ Days will be working: _____

TO BE COMPLETED BEFORE AN INTERN CAN BEGIN AT ANY SITE	
1. Application for Intern Service (Part A and Part B)	
2. Resume	
3. Code of Conduct (send complete Code of Conduct-not just signature page)	
4. Conflict of Interest Policy (send complete Conflict of Interest-not just signature page)	
5. Confidentiality Agreement	
6. Emergency Contact Sheet	
7. Electronic Accounts Set-up Form	