



Resource Allocation Checklist



This checklist is designed to aid you in planning the resources your intern will require. This may also be completed by the project leader who will supervise the intern.

Financial Resources

Will your intern be paid? If so, at what hourly rate?

Have funds been allocated in your budget for interns that will receive compensation?

Will your intern need a parking pass or be reimbursed for parking costs?

Will you reimburse for mileage

Will you provide a housing allowance for your intern? What will you provide?

Material Resources

(Check all that apply)

- Computer
- Software package: _____
- Organizational e-mail account
- Telephone extension
- Voice mailbox
- Office supplies: _____
- Workspace (cubicle/desk)