

# Totem Times

**SPECIAL ISSUE**

MAY 2011



## CFC Intern Program

*The Board of Directors of the Cape Fox Corporation has enthusiastically announced the formation of a Shareholder Internship Program and will start receiving applications in June.*

CFC management will oversee startup and implementation. This newsletter highlights the program's requirements, eligibility, internship positions, training information, application process, education subsidy, goals and appraisals and all other vital information.

CFC Board Chairman Clifford Blair noted Cape Fox is not the first ANC to introduce an internship program to its shareholders but plans to implement successful elements from other ANC's to make this work for the benefit of CFC shareholders.

"This is the right time to introduce this program. It should have lasting value to not only shareholders but the corporation as well," said Blair. "CFC CEO Mike Brown and his management team are in the perfect situation for implementation," he added.

"The program will provide practical work experience and boost job confidence in order to achieve long-term career and employment goals," Blair commented. "Hopefully participants will get real-world work experience as a complement to their studies while earning cash to pay for their education."



Clifford Blair

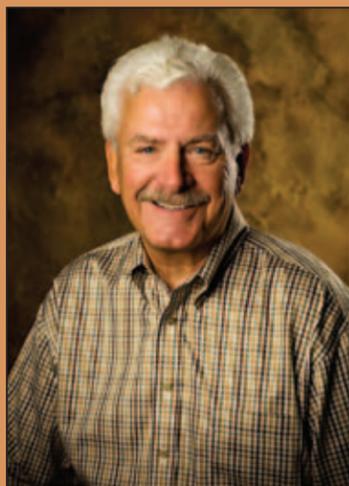
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## MESSAGE FROM THE CEO

I am sending you this special issue of the Totem Times to announce the Board of Director's creation of the Cape Fox Shareholder Intern Program, designed to build a talent pool of shareholders possessing employable skills to work for the corporation.



Interns will have a structured training program where they learn necessary skills with a minimum 3 month, maximum one year time commitment under the leadership of a Cape Fox company manager. Performance will be periodically

evaluated to provide positive and constructive feedback. The intern will be paid a competitive intern wage with additional financial grants available from the corporation for those interns attending school while enrolled in the CFC Internship program.

I've hired an experienced and talented consultant, with direct involvement with a successful intern program for another village corporation similar to Cape Fox. She will develop a structured program to avoid the pitfalls made by other Corporations and specifically tailored for our special needs.

We are starting with positions in Alaska. In the future, we plan to develop positions in Manassas, Virginia and at our project offices. We will be providing information for selection into the program in the very near future.

  
Mike Brown, CEO

# Cape Fox Corporation Intern Program

## ELIGIBILITY AND DURATION

- Open to Shareholders, Children and Grandchildren of Shareholders, and Shareholders Spouses
- Must have high school diploma or GED— Not limited to college students
- Must be at least 18 years of age
- Participation: 3 to 12 month time frame
- 20-hour work week
- Complete job application
- Answer 3 essay questions

Hiring preference is based on application received in the following order: Shareholder, Children of a Shareholder, or Grandchildren of a Shareholder. Spouses of Shareholders are also eligible.

While there is a minimum age of 18 to apply, more experienced applicants up to the age of 50 may also apply. This allows an intern an opportunity to learn new job skills to re-enter the workforce.

Internships are temporary part-time positions and will be a minimum of 20 hours a week, but maybe as long as 30 hours. This will allow interns to attend school for further education. The internships will be a minimum of 3 months but no longer than 12 months. The purpose of the program is to allow participants a valuable work experience providing them with marketable skills. All interns will be paid a competitive internship wage.

## MEASURABLE GOALS

- Intern work plan/syllabus with timeline
- Intern performance will be evaluated
- Intern will adhere to CFC employee standards
- Supervisor will be evaluated

It is CFC's desire to set identifiable goals for each participant with a defined and structured training program. There will be routine communication between the intern and his/her supervisor for evaluating performance, career planning and education. The intern's performance level will determine continued participation in the program.

## PARTICIPATION BENEFITS

- Development of employable skills
- Continuing Education Subsidy of \$1500 per semester available for students enrolled in post secondary education
- Routine feedback useful for education & career planning
- Development of future leaders of the Corporation

The continuing education subsidy may provide interns the excellent opportunity to advance their education and be reimbursed up to \$1,500 per semester for two semesters of higher education during their time as a CFC intern. Special requirements must be met and will be outlined once an intern is part of the program. CFC recognizes that education and professional development are key stepping stones for continued professional growth.

## CURRENT INTERN POSITIONS

- **Construction Intern - Ketchikan**  
Practical experience at Cape Fox Lodge assisting with ongoing renovation improvements as well as additional on site projects. There is a possibility for advanced vocational/educational training depending on intern and programs available.
- **Property Research Intern - Ketchikan**  
Assists escrow closer with various duties to support timely escrow closings and title recordings. Performs clerical tasks, customer service duties, archive records management and storage, and bank deposits. Opportunity to study for Title Insurance License through the state of Alaska.
- **Culinary/Food Service Intern - Ketchikan**  
Food preparation according to recipe and restaurant specifications, by performing a variety of cooking techniques using a variety of kitchen tools and equipment. Intern will learn about safety procedures, food waste management, and maintenance of work area and stocking supplies.
- **Office Administration/8(a) Intern - Anchorage**  
Development of professional administration skills necessary to manage ANC corporate office. This includes typing/computer skills classes available and training in completing an 8(a) application for an operating company.

There may be future opportunities with Cape Fox Shared Services offices in Manassas, Virginia as the program develops.

## HOW TO APPLY

- Interested shareholders may request an application form by contacting Shareholder Services at [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com). The form can be sent via mail or email. Each applicant will be required to respond to essay questions, provide a copy of the last official school transcript, a letter of recommendation, a current resume and completed CFC application for employment.
- Cape Fox will provide a check list to accompany the application.
- Each applicant will respond to the following essay questions:  
*What interested you in applying for the intern program with CFC, and what do you hope to gain or accomplish from the experience?*  
*Briefly describe your career goals and how you are currently working to achieve them.*  
*In which department are you interested? Why?*
- If selected for the CFC Internship Program, an applicant may be required to participate in a pre-employment drug test. Upon passage, the applicant may attend a new hire orientation session to familiarize them with the program design, job description and expectations.
- All intern positions are part time and non-exempt and are without company benefits.
- The program has an open enrollment with no deadline dates. All positions are open until filled by qualified applicants.
- Information about this program is available on the CFC website [www.capefoxcorp.com](http://www.capefoxcorp.com).



# WANTED: MOTIVATED INTERNS

**We Are Looking for  
Qualified Applicants**

If you have what it takes email us your name,  
email address and request for application.

Email: [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com)



**CAPE FOX**  
CORPORATION

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