

Sample Unpaid Intern Agreement

In exchange for the opportunity to study advertising agency activities from with the
 [Agency] organization:

- I agree to comply with the office routines of the business and follow any reasonable instructions that I may be given.
- I understand that my status at the agency is not that of an employee and I do not expect any compensation in connection with my activities at the agency.
- I will hold [Agency] and its employees blameless for any personal injury that I might experience during the period I choose to be an unpaid intern at their office.
- I agree that I will advise the agency of, and may decline to participate in, any undertaking for which I am not confident or qualified to perform the activity requested.
- I acknowledge and accept responsibility for my own acts and will hold [Agency] blameless should my conduct lead to the physical injury or property damage of others.
- I understand that I will be reimbursed for any personal funds I expend that benefit the agency during my internship.
- I understand that I may be asked to perform useful activities in the office area, but that I will not be used as an unpaid laborer to perform the work routines ordinarily performed by paid staff.
- I understand that my status as an unpaid intern may be maintained only for so long as I am receiving college credit for my activities at the agency, and I will advise the agency if this status changes.

INTERN'S SIGNATURE _____

DATE _____

IF A MINOR, PARENT'S SIGNATURE _____

DATE _____

AGENCY'S REPRESENTATIVE _____

DATE _____

This sample agreement is offered for illustrative purposes. Each agency contemplating the use of unpaid interns should consult with its counsel to implement a program of optimum benefit to the agency and its interns.