



*Kansas Legislative Intern Program
Terms & Conditions*

Internships are intended to be an educational experience for students of politics and government. It is a unique privilege to work for a Kansas legislator.

While the Kansas Legislative Intern Program is designed to provide you with insight into the legislative process, it also places certain responsibilities on you. By accepting this internship, you agree to the following terms and conditions:

- That you will review and comply with all House and/or Senate Rules and Legislative Coordinating Council policies (including but not limited to sexual harassment, office security and computer policies).
- That you will review and comply with all House and/or Senate Committee Rules while at committee hearings.
- That your personal appearance will be professional at all times at the Capitol and legislative events.
- That you will perform all intern duties in a professional manner, always remembering your actions are a direct reflection of your legislator and the Legislature.
- That your work, as well as office conversations and activities within the legislative office, will remain confidential.
- That you will not lobby for or against any measure pending in the Legislature and you understand if you violate this rule you will be terminated from the Legislative Intern Program.
- That you understand that in order to be eligible for mileage reimbursement you must **sign in** with your respective intern coordinator and be in attendance at the Capitol a **minimum of 12 days** while the Legislature is in session. Furthermore, you understand you must request reimbursement at the end of your internship and submit any required evaluations. Should you fail to meet any of these requirements, you understand the Legislature will not reimburse you for your mileage to the Capitol during your internship. You understand mileage reimbursement is **NOT** a payment for your internship and is not guaranteed.

By signing and dating this form you agree to the terms and conditions of the Kansas Legislative Intern Program.

Kansas Legislative Intern (print name)

Signature

Date