

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

PROSPECTIVE AFFILIATION AGREEMENT

Agency / Facility Information Sheet

This information collected on this sheet will be used to complete a formal agreement with your institution.

Today's Date: 07/16/2018

Agency Name: Epilepsy Foundation Central & South Texas

Address: 10602 Perrin Beitel Road, Ste. 602, San Antonio, TX 78217

Phone Number: (210) 653-5353

Email address: Kim@EFCST.org

1. Please briefly describe the scope of your facility/agency's work. Printed brochures or fact sheets explaining your organizational goals may be attached.

The Epilepsy Foundation is the only Central & South Texas voluntary health, and Social Service organization dedicated to the prevention and cure of seizure disorders, the alleviation of their effects, and the promotion of independence and optimal quality of life for people who suffer from this disorder. We accomplish our mission through the support of research, education, advocacy, and increased community awareness.

2. Indicate the most appropriate person(s) to contact within your facility/agency regarding internship possibilities.

Name: Kimberly Martin Title/Responsibility: Program Manager

Phone #: (210) 653-5353 Office Address: 10602 Perrin Beitel Road, Ste. 602, San Antonio, TX 78217

Email: Kim@EFCST.org Type of Company (LLC, Non-for Profit, etc.): Non-Profit

3. Briefly describe the internship experiences available with your facility/agency.

The Epilepsy Foundation Central & South Texas has many programs and services geared towards public awareness that an intern will gain invaluable experience and knowledge from.

- The intern will play a key role in assisting in the planning, marketing, execution and evaluation of The Youth Transition Program, a school year program for parents and teens with epilepsy to gain skills, tools, and resources to help prepare them for the transition into adulthood.
- Assist and perform daily office tasks including but not limited to interacting with clients (fluent in Spanish) is a plus but not mandatory.
- Attend and participate in bi-weekly staff meetings.
- Attend presentations and health fairs with staff to educate the public about epilepsy.
- The intern will in addition assist in event planning as a committee member for upcoming family events, as well as fundraising events and will gain knowledge about the structure and administrative functions of non-profit agencies.

4. Are there any restrictions to an internship that the student or university should be aware of? Will this be a paid position?

Restrictions for the interns are no driving on behalf of the Epilepsy Foundation Central & South Texas if intern is under 25 years old. The intern is required to adhere to the policies and procedures of the office.

5. Is your organization a HIPPA covered agency? **YES** **X** NO _____

6. Are you available for Fall 20 hrs/wk **YES** _____, Spring 20 hrs/wk **YES** _____, and Summer 30 hrs/wk **YES** _____?