



Grigg Lewis Foundation, Inc.

2024 Workership Program Timeline

Please refer to this Timeline for all applicable 2024 Workership Program Deadlines. Please remember that this is a grant. All required documents must be completed in their entirety, our Requirements & Expectations must be followed, and all deadlines must be met. Incomplete documents, failure to meet deadlines, and fraudulent information will jeopardize future Workership funding.

All paperwork is available on our website. Please visit: <http://grigglewis.server284.com/workership-program-agency-forms/>

Nov 1, 2023

Submit:

- Signed copy of the 2024 Grigg Lewis Workership Program Requirements & Expectations
- Application Form 2024 – for each requested position
- Job Description – for each requested position

Dec 15, 2023

Grigg Lewis Board of Directors will review your application. Decisions will be emailed to you within 2-3 business days.

Dec 16 – May 12, 2024

Advertise your approved positions, interview students, and hire your interns. Grigg Lewis will advertise all positions in the US&J over Easter break, and will have the job listing posted on our website and available at the Lockport Library.

May 12, 2024

Submit: Student Hired Report Form 2024 – for each student hired

Jun 16, 2024

Final day to submit Student Hired Report Form. If a student has not been hired and this form has not been submitted to the Foundation by June 16th, you will forfeit 2024 Workership funding. No exceptions will be made.

May 15 – Aug 31, 2024

Students must complete all required hours of employment. Aug 31st is a guideline for the completion of hours, not a requirement. Please plan to finish student hours with enough time to have all of your follow-up paperwork completed and submitted by the deadline of Sept 15, 2024.

Aug 31, 2024

Please conduct a performance review and exit interview to provide your student(s) with constructive criticism regarding their summer performance. Please highlight where they excelled and what needs to be improved upon for future job considerations.

Sept. 15, 2024

Submit: Follow-Up paperwork is due. Please submit the following in one email or one mailed envelope. Be sure all documents are completed in their entirety.

- Agency Evaluation – Sheet A – 2024
- Payroll History – provided by your payroll company. Must include: wage rate, hours worked, net and gross pay, and FICA.

Sept 15, 2024

Submit: Student Follow-Up Forms are due. This document is separate from your agency's Follow-Up requirements, but we ask that you encourage your student to mail theirs in. Agencies will not be penalized for missing Student Follow-Up Forms, but positive feedback will benefit your agency during next year's review process.