



***NEWS REPORTER TRAINING PROGRAM
STATION REQUIREMENTS YOU REQUESTED***

The goal of our organization is simple: to provide training opportunities to qualified minority individuals in **the fields of TV/radio News Reporting**.

Our organization screens applicants on the basis of, 1) their education level, 2) work experience, 3) volunteer work, 4) extracurricular activities while in college, 5) their professionalism and 6) potential for success.

After selecting the finalists from all across the country and over 100 applications, we work at placing as many of the finalists as possible at participating stations. These participating stations will have already signed a *Letter of Agreement* (see sample) with us and would have agreed to pay minimum wage and up depending on location and standard of living for the entire twelve (12) month training program. (The **final decision on salary is up to you**). **Placement can begin between any time of year - depending on what date works best for you and the trainee**).

Participating stations will also have agreed to train the **News Reporter Trainee** in:

- | | |
|-------------|--|
| 1) Writing | 4) Assignment Desk |
| 2) Editing | 5) Producing |
| 3) Shooting | 6) Any other area you deem appropriate |

After the **twelve month** training program has ended, you are under no further obligation. We do hope, however, that the placed trainee may find a permanent home with you or that you use your resources to help locate a permanent position for them elsewhere.

In the unlikely event that the trainee does not work out, you have the option to ask that the trainee be replaced.

NOTE: If you are only interested in possibly hiring our trainees after they are trained at another facility, please let us know.

To discuss our program further, please call **310/652-0271 x2**. Thank you again for your interest.

Warmest regards,

A handwritten signature in black ink, appearing to read "Patrice Williams". The signature is fluid and cursive.

Patrice Williams
CEO/Founder

SAMPLE

LETTER OF AGREEMENT

Between

BROADCASTING TRAINING PROGRAM/MIBTP

P.O. Box 67132, Century City, CA 90067 - 323/571-0766

AND

XXXX-TV, Anytown, USA

1122 S.W. Any Street, Anytown, USA 00000

AFTER REVIEWING THE MATERIALS SUBMITTED BY THE BROADCASTING TRAINING PROGRAM (MIBTP), WE HAVE AGREED TO OFFER OUR FACILITY AS A TRAINING GROUND FOR INDIVIDUALS WHO ARE SCREENED AND SELECTED FOR PLACEMENT BY MIBTP.

WE AGREE TO EMPLOY THE TRAINEE(S) AT \$ _____ FOR 40 HOURS PER WEEK FOR _____ MONTHS. IT IS ALSO OUR UNDERSTANDING THAT THE TRAINEE(S) WILL BE THE EMPLOYEE OF THE PARTICIPATING STATION. MIBTP CANNOT COVER WORKERS COMPENSATION, MEDICAL, DENTAL, VISION OR LIFE INSURANCE BENEFITS. HOWEVER, THE STATION HAS THE DISCRETION WHETHER OR NOT TO OFFER THESE BENEFITS TO THE TRAINEE(S) IN ACCORDANCE WITH EMPLOYMENT STANDARDS AND PRACTICES.

WE UNDERSTAND THAT THE TRAINEE'S DRIVING RECORD IS ACCEPTABLE. WE ALSO UNDERSTAND THAT THE TRAINEE IS REQUIRED TO SHOW PROOF OF AUTOMOBILE INSURANCE IF WE REQUIRE IT.

WE AGREE TO GIVE **REPORTER TRAINEE'S** TRAINING IN ASSIGNMENT DESK, WRITING, PRODUCING, EDITING, PHOTOGRAPHY AND REPORTING AND ANCHORING (WERE ADVISABLE).

IF WE AGREE TO TAKE ON A **PRODUCER/NEWS MANAGEMENT TRAINEE**, WE WILL AGREE TO TRAIN THEM IN THE FOLLOWING AREAS AS WE SEE FIT: REQUIRED NEWSROOM AREAS, LEADERSHIP, PROBLEM-SOLVING, ETC.

Letter of Agreement

MIBTP

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IN THE EVENT A TRAINEE PROVES UNACCEPTABLE, WE RESERVE THE RIGHT TO TERMINATE THE WORKING ARRANGEMENT WITH THE TRAINEE, BUT AGREE TO FILL THE POSITION WITH ANOTHER CANDIDATE FROM MIBTP.

WE ALSO UNDERSTAND THAT WE ARE UNDER NO OBLIGATION TO HIRE THE TRAINEE AFTER THE PROGRAM IS COMPLETED, HOWEVER, DUE CONSIDERATION FOR PERMANENT EMPLOYMENT WILL BE MADE IF AN **APPROPRIATE** OPENING OCCURS FOR WHICH THE APPLICANT IS **QUALIFIED**.

FINALLY, OUR PARTICIPATION IN THIS PROGRAM CAN BE NOTED IN OUR LICENSE FOR FCC RENEWALS, AS WELL AS PROVIDE OUTREACH FOR EQUAL EMPLOYMENT OPPORTUNITY PURPOSES.

DATE _____

DESIGNATED AGENT

(Sign Name)

(Print Name)

(Title)

(Station name)

(Station Address)

(Zip Code)

(Area Code & Phone Number)