1. Receive a Volunteer Application Packet from Intern Coordinator
2. Send the following via email (dflorea@myescambia.com) you can drop them at office (Center Office Complex 3363 West Park Place, Pensacola Fl 32505)
   a. Volunteer Application Packet
   b. Resume or Curriculum Vitae
   c. Letter of interest to include projects interest
   d. Availability (10-30 hour/week for at least 3 months)
   e. At least 2 references
3. Interview with the Mr. Robert Turpin - Marine Resources Division Manager and Intern Coordinator
4. After approval:
   - Receive an ID badge and a county email and username
   - Assigned a project if not already done
5. Requirements for the internships:
   - Complete an Intern Orientation
   - Read and sign the Standard Operating Procedures for Marine Resources Division
   - Take notes in the field journal on your project
   - Complete Volunteer Time Sheets to keep record of your hours
   - Opportunity to add ideas to existing projects or suggest new projects
   - Participate in the intern symposium at the end of your internship regarding your project
   - Complete a brief report on your project, your procedures are written down;
   - Schedule an exit interview with Intern Coordinator
   - Return your ID badge
   - Sign a photo-release (optional)