



MARYLAND
DEMOCRATIC PARTY

Maryland Democratic Party Finance Internship Curriculum

Program Description

This internship provides an in-depth education into political fundraising. You will learn how to navigate state and federal campaign finance databases. You will also become familiarized with NGP and VAN, which are our finance database and voter file, respectively. Using these resources, you will discover how to conduct donor research, which will be used to build our database and produce fundraising call sheets. This knowledge will lead to an understanding of how to build and execute a successful fundraiser. You will gain hands on experience by attending and assisting at fundraising events. Other duties will include administrative office tasks.

Expectations

We expect all participants to behave professionally throughout this program. We believe that successful and winning campaigns are those that adhere to a philosophy of discipline and accountability, and this internship program is no exception. During regular shift times, interns should be focused on assigned work and following through on given priorities. Interns are expected to arrive on time, with a positive attitude and to adhere to the expectations outlined in Maryland Democratic Party Intern Handbook.

Suggested Readings & Resources

- [Maryland campaign finance requirements](#)
- [Federal campaign finance laws and regulations](#)
- [Maryland campaign finance database](#)
- [Federal campaign finance database](#)

School Credit and Letters of Recommendation

If you wish to receive school credit for this fellowship, we are more than happy to complete any evaluation forms, sign time cards, etc. that are necessary for your school or institution. However, it is your responsibility to find out what your school requires, assemble the materials you need, and present them to us to complete for you. Additionally, all interns who successfully complete the program are eligible for a letter of recommendation from the Party Chair; contact your supervisor at the conclusion of your internship if you are interested.

<p>Paid for by the Maryland Democratic Party, and not authorized by any candidate or candidate's committee. By authority of Robert J. Kresslein, Treasurer.</p>
