



Dear Parent,

We've received an application from your high school student for the Air Academy Credit Union (AACU) Student Internship Program.

For many students, this may be their first experience in a professional workplace. That's a big step — for them and for you. We want you to feel confident about what this program involves and what we expect from student interns if they're selected.

If you still have questions after reading this letter, we invite you to reach out to one of our program coordinators listed at the end of this document.

Please sign and return the acknowledgment at the end of this document by April 6, 2026. Completed forms may be emailed to HSInternProgram@aacu.com or faxed to 719.268.2521.

About The Program

AACU offers a structured internship program to a limited number of high school students interested in exploring a career in financial services.

We serve more than 44,000 members — including active duty and retired military, employees, students, and families across 15 local school districts and over 180 area businesses. Interns get a firsthand look at how a community-based financial institution supports its members every day.

Our High School Internship Program gives students the opportunity to:

- Learn about financial products and services
- Build professional workplace skills
- Work in a structured, supportive environment
- Be mentored by leaders within the organization

The program is open to students sixteen years or older who will be in the 11th or 12th grade during the 2026–2027 school year in school districts serviced by AACU.

Students accepted into the program will be assigned to a branch location based on availability and geographic proximity.

In-person interviews will begin on April 9, 2026.

Training and Schedule

All selected student interns must attend one of two seven-day training sessions held at our Corporate Headquarters.

Corporate Headquarters:

9810 N. Union Blvd
Colorado Springs, CO 80924

Training sessions begin:

June 8, 2026
July 13, 2026

Students will be assigned to a training session based on availability.

After completing training, interns will report to their assigned branch location for continued on-the-job learning. Applying newly learned skills immediately is an important part of the experience.

Work Hours

During the summer months, students may work up to 35 hours per week, including Saturdays.

Once the school year begins, hours will be reduced to no fewer than 10 hours per week after school hours, including every Saturday.

Time off requests should be submitted to the appropriate supervisor in advance. We make every effort to accommodate reasonable requests, with special consideration for academics, college preparation, civic responsibilities, and family commitments.

Responsibilities and Expectations

Interns are expected to:

- Effectively following all procedures and policies related to credit union processes including the Retail Delivery Policy.
- Maintaining a professional, courteous, and respectful manner with internal and external members.
- Greeting members and accurately answering their questions or referring them to the appropriate person for a solution.
- Provides the following services for members in person, by telephone, or by mail:
 - Process transactions such as deposits, withdrawals, transfers, and loan payments.
 - Provides official credit union checks, redeems bonds, processes credit card advances, and/or coin machine receipts upon request.
 - Accurately documents the disbursement and receiving of all cash denominations.
 - According to the shared branch regulations, process shared branch member transactions.
 - Record all member interactions.
- Accurately processes end of day procedures including balancing reports, check processing and teller drawer.
- Identifies member needs and refers product and/or service to fit those needs.
- Complete robbery and all required training in a timely manner.
- Comply with all security regulations required by the credit union.
- Understands the importance of privacy and confidentiality with handling financial information.
- Always maintains an open line of communication with supervisors(s).
- Comply with Bank Secrecy Act.

This is a paid internship. Students receive quarterly performance reviews and, depending on performance, may receive a letter of recommendation upon completion of the program.

Questions?

Please contact one of our program coordinators:

Jennifer Luthy

Branch Manager, Monument
Air Academy Credit Union
800.223.1983, ext. 1060
jluthy@aacu.com

Ronda Bishop

Branch Manager, Castle Rock
Air Academy Credit Union
800.223.1983, ext. 7421
rbishop@aacu.com

Parent Acknowledgement

I acknowledge that I have read and understand this letter outlining expectations for the student internship program. I also approve that if selected my child, _____ may participate in our Student Internship Program.

Signature of Parent

Date

Parent's Printed Name

This form must be submitted with your application for consideration. by April 6, 2026. Completed forms may be emailed to HSInternProgram@aacu.com or faxed to 719.268.2521.