

**Dismas House of Indiana**  
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 Telephone (574) 233-8522 Fax (574) 246-9538 Email: [dismas@dismasin.org](mailto:dismas@dismasin.org)  
 Website: <https://dismashouseofindiana.org>

**Community/ Student Volunteer Application & Court Community Service Form**

Mr. \_\_ Mrs. \_\_ Ms. \_\_ Other (Specify) \_\_\_\_\_

Check Volunteer Status: \_\_ Community Volunteer \_\_ College Student Volunteer \_\_ Community Service

Name: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

**List 3 References:**

NAME	ADDRESS	PHONE	RELATIONSHIP

Work Experience \_\_\_\_\_

Volunteer Experience \_\_\_\_\_

Skills/Hobbies \_\_\_\_\_

List Days/Times Available to Volunteer \_\_\_\_\_

**Areas of Interest:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Legal services<br><input type="checkbox"/> Program development<br><input type="checkbox"/> Resource development<br><input type="checkbox"/> Publicity/Marketing<br><input type="checkbox"/> Volunteer Recruitment<br><input type="checkbox"/> Community Outreach<br><input type="checkbox"/> Student Recruitment<br><input type="checkbox"/> Newsletter/Brochure Editor<br><input type="checkbox"/> Clerical help/Data entry | <input type="checkbox"/> Tutoring: GED/Computer<br><input type="checkbox"/> Cooking<br><input type="checkbox"/> Grant writing<br><input type="checkbox"/> Fundraising events<br><input type="checkbox"/> Gardening/Landscaping<br><input type="checkbox"/> Transportation assistance<br><input type="checkbox"/> Administrative Aid<br><input type="checkbox"/> Plan Fun Activities<br><input type="checkbox"/> Website/Social Media Skills | <b>Home repairs/renovations:</b><br><ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical skills</li> <li><input type="checkbox"/> Plumbing skills</li> <li><input type="checkbox"/> Painting/dry wall</li> </ul> <input type="checkbox"/> Peer Support/Group Mentoring<br><br><input type="checkbox"/> Other _____<br>_____<br>_____ |
|---|---|--|

Student's: University/College \_\_\_\_\_ Major \_\_\_\_\_  
 Year \_\_\_\_\_ Interested in internship opportunities \_\_ Yes \_\_ No

Court Services- Offense \_\_\_\_\_ Program or Judge \_\_\_\_\_  
 Hours needed \_\_\_\_\_ Date hours need to be completed by \_\_\_/\_\_\_/\_\_\_\_\_

## Volunteers/Interns/Work Study/Service-Learning Students

### I. EXPECTATIONS OF A VOLUNTEER/ INTERN/WORK STUDY STUDENT

- Be supportive of the mission, goals, rules and programs of Dismas House.
- Perform assignments to the best of your abilities & seek staff's guidance when you have doubts.
- Be dependable, on time, cooperative, and accountable.
- Notify staff of any problems or concerns, this includes sexual advances or harassment.
- Offer suggestions or ideas to improve services. Including suggestions for resident events/outings.
- Follow and respect confidentiality rules. Stricter confidentiality agreements may need to be signed depending on the types of volunteer service being sought.
- Serve as a positive role model.

### II. RESPONSIBILITIES OF A VOLUNTEER/INTERN/WORK STUDY STUDENT

- Be open and honest and to share thoughts and feelings with the staff.
- Keep the identity and information about all residents in strict confidence.
- Report any concerns you have about safety for yourself or resident(s).
- Do not share your home address and/or phone number to resident(s).
- Emphasize to residents that you can be contacted, if necessary, only through the staff of Dismas.
- Socialize with resident(s) only at Dismas House, events or functions. Socializing with residents unauthorized by Dismas Staff is cause for immediate dismissal.
- Dating or having an intimate relationship with a Dismas resident is immediate grounds for termination.
- Do not accept money and/or gifts from resident(s).
- Notify the staff as soon as possible if you are unable to fulfill your commitment or have fallen ill.
- Dress appropriately.

**III. Any volunteer/intern/work study student, who reports to Dismas House under the influence of drugs or alcohol, becomes involved in an inappropriate relationship with a Dismas resident, or divulges confidential information will be immediately terminated. In the case of an intern/work study student the school and advisory will also be notified.**

**I have read, discussed and understand the volunteer rules of Dismas House. I agree to honor these rules.**

Name (Print) \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Staff Member \_\_\_\_\_ Staff Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_