

Dismas House of Indiana Student Internship/Service-Learning Application

This application form is used to assess students seeking an internship without residency. If you are only interested in general volunteering or student residency, there are separate forms found on our website. After you fill this form out you can mail, fax or drop off in person to our office. For non-academic related internship opportunities contact Dismas staff for possible availabilities.

Name _____ College/University _____
Mailing Address _____ Year: 1 2 3 4 grad other
Email _____ Major (s) _____
Phone # _____ Minor _____
Interested in interviewing for student resident Anticipated Time of Service:
Yes _____ No _____ Start Date _____
End Date _____

If needed for College Course Credit
Course Name _____ Dept./Program _____
Designation/Number _____ Advisors Name _____
Number of Hours Needed _____ Units _____ Email _____
Instructor _____ Phone # _____
Address _____ Other Notes: _____

List any other Course Requirement we should be aware of _____

List Campus Activities- Clubs-Student organizations –Etc. you are or were involved with _____

List Other Community Activities /Organizations / other Non-profits experiences (current or past)

Do you have a valid driver’s license? ___ Yes ___ No Do you have transportation? Yes ___ No ___
Would you be willing to transport residents, volunteer, or staff to events, etc. Yes ___ No ___ Maybe ___
Any experience with people involved in the criminal justice/legal system _____

Any experience with substance abuse? _____

List your work-skills (Computer, Programs, and hands-on Skills)? _____

What do hope to gain from your Dismas experience? _____

Please list days and times you’d be available: _____

Dismas House is unable to provide monetary compensation for academic/course related internships, but interns will be reimbursed for mileage for travel related to Dismas work when company transportation is not available.

Return completed application to: Dismas House of Indiana, P.O. Box 4571, South Bend, IN 46634 or by Fax to 574.246.9538 or Email: dismas@dismasin.org

Contact the Dismas House office for more information: 574.233.8522 or through our website at <https://dismashouseofindiana.org/>

Expectations & Responsibilities For 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. (Dual relationships)
- 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.

IV. Dismas/NARR Code of Ethics

Dismas is a level II National Association of Recovery Residency (NARR) Organizations. All persons working in NARR Affiliate organizations, (recovery residence owners, operators, staff and volunteers) are expected to adhere to the following Code of Ethics: It is the obligation of all recovery residence owners/operators and staff to value and respect each resident and to put each individual's recovery and needs at the forefront of all decision making.

To meet this obligation, we adhere to the following principles:

Principles (1-20) found at NARR.org. Please go to the site and read the Code of Ethics before signing this form. You may also use the QR code below to pull up the information or ask Dismas staff to provide you with a hard or digital copy either in person or via email.

This statement commits the signatory and all responsible persons to adhere to this Code and to maintain a vital concern for the lives and well-being of all residents, staff, volunteers and family members. Individuals subject to this Code are obligated to report unethical practices according to the reporting rules set forth by the affiliate. In signing Below, I affirm that I have read, understand, and agree to abide by this Code of Ethics.

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 _____

