

## Dismas House of Indiana

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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><input type="checkbox"/> Electrical skills<br><input type="checkbox"/> Plumbing skills<br><input type="checkbox"/> Painting/dry wall<br><input type="checkbox"/> Support Groups<br><b>Other</b> _____<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 \_\_\_\_/\_\_\_\_/\_\_\_\_

**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 \_\_\_\_\_

