

Dismas House of Indiana

521 S ST. JOSEPH STREET SOUTH BEND, INDIANA 46601

P.O. BOX 4571, SOUTH BEND, IN 46637

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Website: <https://dismashouseofindiana.org>

Dismas House Student Residents Guidelines & Requirements

Dismas House of Indiana is a not-for-profit organization that provides housing, services to men and women returning from incarceration. Our residents consist of former offenders and college students (Junior-Senior undergraduate or graduate.) Together they live, play and together to develop a supportive community. Through programs, services and a supportive & productive community former offenders gain communication and social skills, a new respect for education, secure employment. Through interaction with former offenders students gain skills that can be later adapted and incorporated in their studies and careers. They gain a better insight on societal problems and how they can help to solve them. Because students are less judgmental they interact comfortably. This opportunity allows students to network with members of the broader community at our social/fundraising house events such as our annual dinner and other community events with our board, and staff. Also, you will be given opportunities to attend local government, business events with staff (S.B. Rotary Club, S.B. Kiwanis Club), and other training seminars our organization attends.

We accept student residents through an application and interview process. An interview will be set up after receiving the student's application with a Dismas House staff member. We'll assess your interest in living at Dismas House, review House rules and guidelines, your class schedule and how it fits with Dismas House activities, etc. Your past experiences, education and future goals maybe helpful in your stay at Dismas House. Students of Social Work, Counseling, Psychology, Criminal Justice, Law, Pre-Law, Education and other social service fields are encouraged to apply. Part of the interview process is to join the residents for a community meal. We eat as a family Monday through Thursday at 6:30 p.m. You will be notified if you are approved within a week after your interview. It is important that student residents to keep up with their studies. You will be excused from Dismas House activities for academic commitments.



Arriving Students- The first week is free. After that fees are \$115 per week or if paid by the 5th day of each month are \$460. Program fees are an important part of our home and account for 20-25% of our annual budget. Residents/student residents can earn credit on fees by participation and assistance with certain tasks.

“In the courage of those who suffer and the compassion of those who stand by them, people will see God at work and join in.”

-Father Jack Hickey, South Bend Dismas House Founder

Dismas House Student Internship/Service Learning Application

This Initial Application form is also used to assess other students who are interest in our program whom aren't necessarily seeking residency and is recycled here as an initial application form (some questions may not apply to you and others might be expanded on later during your interview). Please fill out the required sections only and mail, fax, email or drop off in person. If interested in only volunteering/interning please visit our website.

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

If needed for College Course Credit

Course Name _____ Dept./Program _____
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 formerly incarcerated? _____

Any experience with substance abuse? _____

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

What do hope to gain from your Dismas experience (short answer)? _____

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 **up to page six** to: Dismas House, 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 at the Dismas House of Indiana website <https://dismashouseofindiana.org/>

***** If interested in student residency, fill out up to page 6 of this packet*****

Student Residents Eligibility Agreement Form

Accommodations & Amenities- Student residence will receive room and board. They will be placed in one-bedroom apartment (equipped with private stove, refrigerator, and bathroom with full tub) or if occupied by live-in staff the student will be placed in a residential room. Program fees include housing/room & board, no additional cost from basic house amenities, access to our fully stocked kitchen/pantry, access to washers/dryers, access to our houses' Wi-Fi, and availability to basic cable.

*****Employment with Dismas will be prioritized during assessing who occupies our downstairs one-bedroom apartment*****

Staff Supervisor Checklist

Forms for/during Administrative Interview-

Eligibility Agreement Form _____ Dismas House Student Internship/Service Learning Application _____
Schedule and Work Experience Form _____ Dismas Residence Contact, & Emergency Form _____
In-Depth Questionnaire- Intentions & Goals _____

Forms for Residency- (During welcoming orientation)

Review Resident Orientation Packet _____ Program Fees & Repayment-Agreement Form _____
Residents Privacy, and Intimacy's Forms _____ Dismas Designs Intellectual property form _____
Internet Infringement & Copy Rights Form _____

Conditions for Student Residents to Reside at Dismas House

I. Responsibilities

1. Be supportive of the mission, goals, rules and programs of Dismas House. This included during your part in house up-keep by assisting in chores twice a week
2. Attend the required events, program, and weekly house dinners/meetings. Students residents are usually required to attend 2 house dinners a week.
3. Be dependable, cooperative, and accountable when events, or during administrative work for Dismas House
4. Show enthusiasm to pursue learn and attempt new situations
5. Notify staff of any problems or concerns, this includes sexual advances or harassment
6. Offer suggestions or ideas to improve services
7. Do not accept money and/or gifts from resident(s) unless discussed or arranged previously with administrative staff (i.e. a Christmas gift exchange)
8. Follow and respect confidentiality rules. In regard to the social and financial privacies of the residences you will be assisting.
9. Serve as a positive role model for our residence and volunteers
10. Adhere to the rules, requirements, and goals established by the Dismas Board, Dismas Administrative Staff, your academic Institution, or your individual advisor/instructor

11. Show a willingness to gain social, interactive, and networking skills with residence and at the various community event (organizational, local or governmental), meetings, and seminars Dismas House attends each year.
12. Dress appropriately and respectfully when we entertain guest, volunteers, and at the various events we attend.

II. Termination of Residency

A student may be asked to leave Dismas House if:

1. The student exceeds one month of fees they will be put on probation & a strict repayment option will be negotiated
2. If fail to meet the terms agreed upon in the repayment contract for a second time (at 6- 8 weeks) termination is non-negotiable
3. If the student violates the Dismas House Rules & Guidelines without remorse
4. If the student drops out of their academic institution.

III. Program Fee Payment Through Assisting in Program Activities

Dismas House offers opportunities for students, but are not all required which includes ...

1. Full-time Student Status at your academic institution. (Required)
2. Participation in scheduled house events (house meetings, chores, kitchen task/responsibilities, sitting in on group sessions) are not exchangeable for compensation and may be required for the students' residency.
3. House Groups assistance can be compensated as long as permission is granted and a plan is worked out the student and an administrative staff.

Program fee reduction through these means include ...

1. Extra help with chores, house maintenance, or renovations
2. Help with administrative records and management
3. Participation in certain programs

Some programs might require training for program assistance and may require additional approval from program facilitator(s) beforehand

4. Setting-up, working, and tearing down events we host, participate in, or aid in our community
5. And various others that can be discuss and arranged with the Dismas House Executive Director.

****Dismas staff understands that educational coursework intervals (i.e. finals weeks) may exclude students from certain house responsibilities, attending mandatory house meetings, participating in organizational events and others. Students can address these concerns with administrative staff to be excluded from their house responsibilities****

IV. Departing from Dismas House

When a student resident moves out or is asked to leave, personal belonging should be taken upon departure. Personal belonging left behind will be held for *ten (10) days*, after that period they will be disposed of in order to make room for incoming residents. At the end of the residency you will review and participate in an exit-review walk through sheet. After the form is completed with the supervision of a staff member, additional fees will be assessed and added if needed because of damages or missing property. Students will also need to leave a forwarding address for mail.

A student resident leaving Dismas House is legally responsible for any outstanding program fees acquired during his or her stay at Dismas House. A repayment plan should be developed with a staff member before leaving. If necessary Dismas House of Indiana, Inc. will pursue collection of outstanding program fee balances through the courts, or other means.

*****Any volunteer/intern/work study student/Student Residents, who reports to Dismas House under the influence of drugs or alcohol, becomes involved in an inappropriate relationship with a Dismas resident/staff, or divulges confidential information will be immediately terminated. In the case where the student is seeking internship credits/working in a work study capacity; the school and advisory will also be notified of these behaviors*****

I have read, discussed (with advisor/professor, if applicable) and understand the student residency rules of Dismas House. I agree to abide by these conditions and honor these and other Dismas House rules and regulations.

Name (Print) _____ Social Security # _____

Signature _____ Date _____

Signature of Staff Member _____ Date _____

Staff Title _____

Schedule and Work Experience Form

Name of Applicant _____

Areas of Interest: Circle or use a number preference system.

<p>Legal services</p> <p>Resource development</p> <p>Publicity/Marketing</p> <p>Volunteer Recruitment</p> <p>Community Outreach</p> <p>Student Recruitment</p> <p>Website/Social Media Skills</p> <p>List 3 References:</p>	<p>Newsletter/Brochure Editor</p> <p>Clerical help/Data entry</p> <p>Tutoring: GED/Computer</p> <p>Cooking</p> <p>Grant writing</p> <p>Fundraising events</p> <p>Gardening/Landscaping</p> <p>Transportation assistance</p> <p>Jewelry or Craft Making</p>	<p>Home repairs/renovations:</p> <p>Electrical skills</p> <p>Plumbing skills</p> <p>Painting/dry wall</p> <p>Support Groups Plan Fun Activities</p> <p>Other</p> <p>_____</p> <p>_____</p>
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Name	Address	Phone	Occupation/Relationship

Employment with Non-Profits, or other notable groups (name of organization, time involved/employed)

1. _____
2. _____
3. _____
4. _____
5. _____

Volunteer Experiences _____

Skills/Hobbies _____

Dismas Student Resident Contact & Emergency Form

***** This portion will be filled-out during your interview/after acceptance as
our student residence*****

Name of Applicant _____

Date _____

Present Address _____

Present Phone _____

Date of Birth ____/____/____

Major _____

Name and address of Parents/Guardians _____

Emergency Contact

Name _____

Number _____

Name _____

Number _____

Telephone _____

Faculty Advisor _____

Contact Information _____

Major _____

Career Preference _____

Graduate School Ambitions Yes ____ No ____ Already Enrolled ____

Applying for Year _____ Spring ____ Fall ____ Both Semesters ____ Summer ____

For Office Use Only ... Application Submitted _____ Plan on Arriving _____

Arrival

Date _____

House Tour ____ Keys _____

Orientation _____

Program Goals Made _____

Departure:

Date _____

Exit Tour ____ Keys _____

Repayment Needed _____

Evaluation _____

On Mailing List _____

Accepted by staff

Yes ____ No ____

Accepted by Board

Yes ____ No ____

Interview Questionnaire
Student Residence Intentions & Goals

*****This portion on the application will be filled out during applicants Interview*****

Applicants Name _____ Date _____
Current Major _____ Future Academic or Career Goal _____

Explain how your particular skill set and experience would be beneficial to Dismas if accepted

What do you hope to gain from your stay at Dismas?

Do you have experience with former offenders, the Department of Justice, or any other related work with non-profit organizations? If yes, explain.

Tell us about your academic and leisurely interest, hobbies, etc.

What are some problems in the world today that you are interested in? How do you hope Dismas can help you gain these skills to combat these problems in the future? And how do you plan to combat them in your future career?
