

Dismas House of Indiana
 Mailing: P.O. Box 4571, South Bend, IN 46634
 Site Address: 521 S. St. Joseph St., South Bend, IN 46601
 Telephone (574) 233-8522 Fax (574) 246-9538 Email: 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
<input type="checkbox"/> Program development
<input type="checkbox"/> Resource development
<input type="checkbox"/> Publicity/Marketing
<input type="checkbox"/> Volunteer Recruitment
<input type="checkbox"/> Community Outreach
<input type="checkbox"/> Student Recruitment
<input type="checkbox"/> Newsletter/Brochure Editor
<input type="checkbox"/> Clerical help/Data entry | <input type="checkbox"/> Tutoring: GED/Computer
<input type="checkbox"/> Cooking
<input type="checkbox"/> Grant writing
<input type="checkbox"/> Fundraising events
<input type="checkbox"/> Gardening/Landscaping
<input type="checkbox"/> Transportation assistance
<input type="checkbox"/> Administrative Aid
<input type="checkbox"/> Plan Fun Activities
<input type="checkbox"/> Website/Social Media Skills | <input type="checkbox"/> Home repairs/renovations:
<ul style="list-style-type: none"> • Electrical skills • Plumbing skills • Painting/dry wall <input type="checkbox"/> Support Groups

<input type="checkbox"/> Other _____

_____ |
|---|---|---|

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 _____