



INTERN APPLICATION

_____ Placement (circle):
Date _____ Interning Start Date _____ Ff Atlanta (program site)
Ff National

_____ Full Name (please print legibly)

_____ School Name (if applicable) _____ Internship Director _____

_____ Street (mailing address) _____ City _____ State _____ Zip _____

_____ Home Telephone _____ Email _____

_____ Date of Birth _____ Driver's License Number and State _____

_____ Social Security Number _____ Gender _____ Race _____

_____ Employer/School _____ Position Title _____ Work Telephone _____

Preferred method of contact: Email Mail Telephone

Preferred time to contact: Daytime Evening

Are you fulfilling a school requirement or will you receive school credit for your service? Yes No

No. of Hrs Requested _____ Deadline to Complete Hours: _____

Programs and Services in which you would like to Intern:

Young Engagement Zone (YEZ)

Family Visitation Program

Maymester (Service Learning)

Administrative

All interns MUST participate in the monthly prison trip. Please check that you can attend prison trips on the 2nd Saturday which are held on the following months: Aug, Sept, Oct, Nov, Dec, Feb, Mar, April May. Interns will work from 5am-6:30 pm. Initial below that you have read this and can comply_____. *Circle the months you can attend.*

Do you have any special skills you would like to contribute to the agency or staff?



Data Entry
 Special Event Planning Other

Fundraising

Are you a have membership in a Group/Organization membership:

Educational background that may relate to your volunteer placement (i.e., degrees, coursework, technical skills): _____

Other skills, hobbies, interests: _____

How did you hear about Foreverfamily? _____

Time available (please indicate all times that apply):

	Monday	Tuesday	Wednesday	Thursday	Friday	2nd Sat
Morning						Mandatory
Afternoon						Mandatory
Evening						Mandatory

Previous volunteer experience: _____

Please list two local references other than relatives who are familiar with your gifts and abilities.

 Name (Daytime) Phone Number Relationship

 Name (Daytime) Phone Number Relationship

Are you fulfilling a school requirement or will you receive school credit for your service? Yes No

No. of Hrs Requested _____ Deadline to Complete Hours: _____



EMERGENCY INFORMATION
CONFIDENTIAL

Name (**Last, First, MI**)

Address

Phone Number

Email

EMERGENCY CONTACT PERSON

Name

Address

Phone 1

Phone 2

Are you on any medication(s)? _____

If yes, please indicate the name of the medication(s) and clear instructions on its use:

Do you have any allergies or medical conditions we should know about? Please describe:



Doctor's Name

Phone Number

Insurance Provider

Policy Number

CRIMINAL BACKGROUND CHECK AUTHORIZATION
CONFIDENTIAL

I, _____ (Print Full Name) do hereby authorize Foreverfamily and its agents to search and review any criminal history record which may include information regarding my character, general reputation or personal characteristics. I understand that I will be provided with a complete and accurate disclosure of the background verification. I also agree to have my picture taken and give permission to Foreverfamily to use my likeness in any of their print and/or video materials.

Intern Signature

Date

Social Security Number

Date of Birth

Foreverfamily Authorized Signature

Date



INTERN CONDUCT

Foreverfamily interns are considered staff members, and as a Foreverfamily staff member, you are an important member of our family. We believe you are committed to our agency and to the families we serve. We also believe you will do what is in the **BEST** interest for our clients and for the agency. Therefore, we encourage you to rely on what you have learned through our Employee Training Orientation. Also, we are confident that you will use your best judgment when interacting with children and families who are involved with Foreverfamily. Despite your best efforts, there will be times when you are unsure about how a particular situation or individual should be handled. At those times, please seek out the advice and guidance of a senior level Foreverfamily staff member. We are here to support you as you serve the children of incarcerated parents and their family members.

Even though training had been provided and you can rely on your best judgment, Foreverfamily has rules and policies that must be **STRICTLY** adhered to. Violation of any policy will result in immediate termination of your role as a Foreverfamily staff. The policies regarding staff conduct are outline below:

1. Foreverfamily is a **drug-free** organization. No consumption of alcoholic beverages, smoking or the use of illegal substances is permitted at Foreverfamily activities and functions involving children or when you are interacting one-on-one with a child.
2. **Corporal punishment** is not permitted at Foreverfamily. No one is allowed to hit, spank, pinch, slap or otherwise physically discipline any child participant in Foreverfamily's program(s).
3. **Sexual harassment**, abuse or misconduct will not be tolerated. Every person, whether child or adult should be able to participate in Foreverfamily's events and activities without fear of unwanted advances (including flirting), whether verbal or physical.

At Foreverfamily, we seek to protect, positively guide and uplift children and young people. Our goal is to provide a safe environment for children to grow and develop. To ensure that this occurs, Foreverfamily has implemented the following policies and procedures:

- **Overnight trips:** During any overnight trips, children are not permitted to sleep in the same bed with staff. Further, children are not allowed to sleep in the same bed with each other. We realize that some children are afraid of the dark and may be accustomed to sleeping with their siblings, caregiver or other adult; however, Foreverfamily **cannot** accommodate the children in this manner.



- **Restroom escorts:** During events/activities, only staff of the same gender are allowed to escort children to the restroom— women should take girls and men should take boys.
- **Group activities:** When a child needs to go to an area that is not populated, more than one staff should escort the child. As much as possible, children should remain with the large group. If the need arises for a staff/staff and a child to leave the group, either an adult providing leadership to the particular event/activity or a member of the Foreverfamily staff should be notified.
- **One-on-one activities:** All private meetings or counseling sessions between children and staff should be done in a populated area in full view of at least to other adult staff and/or Foreverfamily staff persons.
- **Physical contact:** Staff are not permitted to touch a child for the purposes of physically disciplining him or her. Also, staff are not permitted to caress a child in any way. During tense or emotional moments, children may receive physical support from staff in the following ways:
 - A pat on the back;
 - A non-lingering touch on the shoulder, arm or hand;
 - A high five;
 - A handshake
- **Hugging:** If a child hugs, or attempt to hug a staff, there should be no direct frontal or rear body contact. Hugs should be given side-to-side.
- **Confidentiality:** If a child tells you that he or she has been abused, neglected or feels suicidal, you must **IMMEDIATELY** report this to a Foreverfamily Senior level staff member. At Foreverfamily, we respect the trust our young people have placed in us and we also want to honor the fact that they share confidential information with us; however, when the information they share indicates they are in danger of being hurt or in danger of hurting themselves, this information **CANNOT** be kept a secret. Under Georgia law, Foreverfamily is a mandatory reporter of child abuse and neglect. More importantly, we care deeply about the Foreverfamily children and want them to be in safe, healthy environments and situations that will allow them to reach their full potential. Sometimes, the only way we can protect children is to share confidential information with professionals that can help.
- **Foreverfamily property:** No stealing, misappropriation or funds, materials or resources will be tolerated. We are a small organization that operates on a tight budget and every penny counts. Therefore, staff are not allowed to use the copier or take office supplies, resource books or materials away from the Foreverfamily office without prior permission from a staff person. Additionally, making unapproved long distance phone calls from Foreverfamily’s telephone will not be tolerated.
- **Social Media:** Even though we live in an age of technology and want to support youth as they learn to use these devices, Foreverfamily also works to protect the privacy of our young people, and omit potentially harmful exposure to negative streams of information available on the web. While technology is used, we ask that you limit your use of your personal mobile devices in order to focus on the children. Foreverfamily does not allow pictures be taken of the kids while



on site without permission from the National President or Affiliate staff. It also is not permissible to post pictures taken at Foreverfamily to social media streams without explicit permission. Volunteers and interns should not accept or make Facebook requests to program participants within one year after volunteering with our agency.

By my signature below, I declare that I have read the entire Staff Conduct form, I fully understand the policies and procedures contained in the form and I agree to abide by the policies and procedures as outlined. A copy of this agreement has been provided to me for my records.

Name

Date

INTERN CONDUCT

COPY (Please Keep for your Records)

Foreverfamily interns are considered staff members, and as a Foreverfamily staff member, you are an important member of our family. We believe you are committed to our agency and to the families we serve. We also believe you will do what is in the **BEST** interest for our clients and for the agency. Therefore, we encourage you to rely on what you have learned through our Employee Training Orientation. Also, we are confident that you will use your best judgment when interacting with children and families who are involved with Foreverfamily. Despite your best efforts, there will be times when you are unsure about how a particular situation or individual should be handled. At those times, please seek out the advice and guidance of a senior level Foreverfamily staff member. We are here to support you as you serve the children of incarcerated parents and their family members.

Even though training had been provided and you can rely on your best judgment, Foreverfamily has rules and policies that must be **STRICTLY** adhered to. Violation of any policy will result in immediate termination of your role as a Foreverfamily staff. The policies regarding staff conduct are outline below:

4. Foreverfamily is a **drug-free** organization. No consumption of alcoholic beverages, smoking or the use of illegal substances is permitted at Foreverfamily activities and functions involving children or when you are interacting one-on-one with a child.
5. **Corporal punishment** is not permitted at Foreverfamily. No one is allowed to hit, spank, pinch, slap or otherwise physically discipline any child participant in Foreverfamily's program(s).
6. **Sexual harassment**, abuse or misconduct will not be tolerated. Every person, whether child or adult should be able to participate in Foreverfamily's events and activities without fear of unwanted advances (including flirting), whether verbal or physical.

At Foreverfamily, we seek to protect, positively guide and uplift children and young people. Our goal is to provide a safe environment for children to grow and develop. To ensure that this occurs, Foreverfamily has implemented the following policies and procedures:



- **Overnight trips:** During any overnight trips, children are not permitted to sleep in the same bed with staff. Further, children are not allowed to sleep in the same bed with each other. We realize that some children are afraid of the dark and may be accustomed to sleeping with their siblings, caregiver or other adult; however, Foreverfamily **cannot** accommodate the children in this manner.
- **Restroom escorts:** During events/activities, only staff of the same gender are allowed to escort children to the restroom— women should take girls and men should take boys.
- **Group activities:** When a child needs to go to an area that is not populated, more than one staff should escort the child. As much as possible, children should remain with the large group. If the need arises for a staff/staff and a child to leave the group, either an adult providing leadership to the particular event/activity or a member of the Foreverfamily staff should be notified.
- **One-on-one activities:** All private meetings or counseling sessions between children and staff should be done in a populated area in full view of at least to other adult staff and/or Foreverfamily staff persons.
- **Physical contact:** Staff are not permitted to touch a child for the purposes of physically disciplining him or her. Also, staff are not permitted to caress a child in any way. During tense or emotional moments, children may receive physical support from staff in the following ways:
 - A pat on the back;
 - A non-lingering touch on the shoulder, arm or hand;
 - A high five;
 - A handshake
- **Hugging:** If a child hugs, or attempt to hug a staff, there should be no direct frontal or rear body contact. Hugs should be given side-to-side.
- **Confidentiality:** If a child tells you that he or she has been abused, neglected or feels suicidal, you must **IMMEDIATELY** report this to a Foreverfamily Senior level staff member. At Foreverfamily, we respect the trust our young people have placed in us and we also want to honor the fact that they share confidential information with us; however, when the information they share indicates they are in danger of being hurt or in danger of hurting themselves, this information **CANNOT** be kept a secret. Under Georgia law, Foreverfamily is a mandatory reporter of child abuse and neglect. More importantly, we care deeply about the Foreverfamily children and want them to be in safe, healthy environments and situations that will allow them to reach their full potential. Sometimes, the only way we can protect children is to share confidential information with professionals that can help.
- **Foreverfamily property:** No stealing, misappropriation or funds, materials or resources will be tolerated. We are a small organization that operates on a tight budget and every penny counts. Therefore, staff are not allowed to use the copier or take office supplies, resource books or materials away from the Foreverfamily office without prior permission from a staff person. Additionally, making unapproved long distance phone calls from Foreverfamily's telephone will not be tolerated.



- **Social Media:** Even though we live in an age of technology and want to support youth as they learn to use these devices, Foreverfamily also works to protect the privacy of our young people, and omit potentially harmful exposure to negative streams of information available on the web. While technology is used, we ask that you limit your use of your personal mobile devices in order to focus on the children. Foreverfamily does not allow pictures be taken of the kids while on site without permission from the National President or Affiliate staff. It also is not permissible to post pictures taken at Foreverfamily to social media streams without explicit permission. Volunteers and interns should not accept or make Facebook requests to program participants within one year after volunteering with our agency.

By my signature below, I declare that I have read the entire Staff Conduct form, I fully understand the policies and procedures contained in the form and I agree to abide by the policies and procedures as outlined. A copy of this agreement has been provided to me for my records.

Name

Date

GUIDELINES AND EXPECTATIONS FOR STUDENT INTERNS

Welcome to Foreverfamily!! We are excited that you have chosen to intern with us! During the academic year, we have a busy atmosphere at the office and spend the bulk of our time in actual program delivery, fundraising and evaluation. Listed below are guidelines you should follow to have a successful work experience:

- During the school year, we have a 40-hour workweek that is flexible. Typically, the office will be open Monday-Thursday from 9:00-5:00 and by appointment only on Fridays so that staff can handle administrative tasks that they cannot get to during the earlier part of the week. Interns will have a key to allow even more flexibility of scheduling.
- Your individual schedule will be set with your supervisor. **You are responsible for your own transportation to and from Foreverfamily programs.** Please be on time and call (with ample notice) if you cannot attend or are going to be late. Please be attentive to weather conditions so that you will know if Foreverfamily will be programming. Call the national president's cell phone at 678-575-3961 if you are unsure.
- You are allowed NOT to wear walking shorts, tennis shoes, t-shirts (no profanity or explicit messages) and other casual clothes to the office. On program days, please wear the Ff uniform, which is our T-shirt, khakis or jeans, and closed-toe shoes. When onsite for non-direct service, please dress in business attire. On Fridays if you do not have meetings, site visits or guests in the office, you can wear business casual attire or the Ff uniform. Always dress in business attire when you know you will have to go offsite to represent Ff at meetings, conferences or activities. You are free to bring a business outfit/suit to the office and leave it so that you can change if you find out on short notice that you will have to represent the agency. If you are unsure about what to wear, please dress in business attire and/or ask one of the staff for assistance. Wear a nametag at all Foreverfamily activities.
- At Ff, we respect your personal style but the following is prohibited:
 - A "grill" or a mouthful of gold teeth w/insets of diamonds etc.
 - Hats, skull caps, do rags, rollers and/or elaborate hair styles which call more attention to your head than the work you are performing.
 - Long nails (beyond 2 inches),



o Tattoos and body (forearms) piercings in obvious places (face, neck,

- Please keep personal cell phone use to a minimum. All of us need to take care of personal business and sometimes that has to take place during the workday. At Ff, we honor that but would prefer you not have your cell phone glued to your ear as you work in the office. We do not use cell phones around the children.
- Attend debriefing after events and help make sure Ff's space and your personal workspace are left in order when you leave for the day. If you are the last one out, complete the Exit Checklist.

By my signature below, I declare that I have read the Intern Guidelines and Expectations, I fully understand the guidelines and expectations contained in the form and I agree to abide by them as outlined.

Name

Date