

# Service-Learning Intake Form



## Contact Information:

|  |   |
|--|---|
| Name:  | Semester/Quarter:   |
| Mailing Address (academic year)  | Mailing Address (permanent)   |
| Valid Until (Month/Year):  | <b>Emergency Contact Information</b><br>Name:<br><br>Relationship to You:<br><br>Phone Number:<br><input type="checkbox"/> home <input type="checkbox"/> cell <input type="checkbox"/> work |
| Phone Number:<br><input type="checkbox"/> home <input type="checkbox"/> cell <input type="checkbox"/> work |   |
| Email Address:   |   |
| Expected Graduation:   |   |

## Course Information:

|  |  |
|--|--|
| School Name:   | Current Program/Major:   |
| Course Title:<br>(include department name)                                 |  |
| Course Instructor:   | Instructor's Email Address & Phone Number:                           |
| How many hours (either per week or semester) are required for this course? | Beginning and End Dates of Course:<br>from:                      to: |

## LEARNING OBJECTIVES:

What are you excited to learn about St. Anthony Foundation, the people we serve and about yourself? What are you apprehensive about?

How will your service experience at St. Anthony Foundation connect with your course?

| What is Your Availability? (please include weekends) | Day(s) | Time(s) |
|--|--------|---------|
|  |        |         |

# Service-Learner Guidelines

The Student agrees to abide by the following Guidelines and Limitations

**Dignity and Respect:** Treat guests, staff and other volunteers with Dignity and Respect- two words that embody the way in which the Foundation goes about fulfilling its mission.

**Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the organization. Your supervisor and the people you will be working with rely on your punctuality and commitment.

**Call if you anticipate lateness or absence:** If you are late or unable to report for a regularly schedule service activity, please contact your site supervisor or the Education Outreach Coordinator at (415) 592-2727 as soon as possible. Be mindful of your commitment, we are counting on you.

**Relationships Among Clients, Guests and Volunteers:** As a caring individual, you may occasionally want to respond personally to the needs of those you are serving. However, clients and the public view you as informal representatives of the Foundation and St. Anthony expects volunteers to exercise the same level of professional discretion required of staff. Actions which might be appropriate purely in social settings- such as giving or lending money, sharing a home phone number, or establishing other personal relationships- are not appropriate for a Foundation service-learner.

Let staff know of any client who you feel has an urgent specific need, so that an appropriate response may be made. If you are uncertain about what constitutes appropriate boundaries between yourself and another volunteer or a client or guest, please speak with your supervisor.

**Alcohol and Drug Use:** Service-learners, volunteers or staff may not consume alcoholic beverages or illegal drugs during their work shift or report for duty intoxicated in any manner. In light of this, any service-learner under the influence will be asked to leave the premises immediately and will not be allowed to continue their service. This is not just a safety issue as St. Anthony Foundation also operates several rehabilitation programs and serves as a work area for people recovering from substance abuse.

**Harassment:** Consistent with a basic respect for each individual's dignity, St. Anthony Foundation strives to provide our guests, clients, staff and volunteers with an environment free of harassment, intimidation or insult of any kind. *As such, the Foundation prohibits all forms of harassment (including sexual harassment), whether verbal, physical, and/or visual.* Harassing behavior may mean, for example, offensive stories or jokes dealing with a person's race, color, creed, religion, sexual orientation, age, handicap or national origin; or making deliberate innuendos, threats or demands relating to the other person's sex, or any other actions which may have the effect of creating an intimidating, hostile or offensive environment.

**Respect the privacy of all clients:** If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.

**Be flexible:** The level or intensity of activity at your service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

**Ask for help!:** We are happy to answer your questions. If you are not sure how best to respond to a problem please ask for help. Additionally, feel free to contact your course instructor or the service learning office at your school with questions concerning your time at St. Anthony Foundation.

**If submitting this form electronically your printed name will replace your signature as acknowledgement of the above service-learning guidelines.**

Date:

Signature:

Printed Name: