



STUDENT INTERN REQUIREMENTS

We appreciate your interest in working with Asha's Refuge as our student Intern. We are confident that the opportunities you are able to experience through the work you do with us will add to your portfolio of experience in a unique way. Asha's Refuge is a nonprofit organization that offers a variety of job skill learning and interaction with so many different cultures. At the same time, we are a grassroots organization that is developing more and more each day and realize our need to involve younger generations in our growth process. Your gifts, talents, skills, past experiences and education thus far are sure to benefit us as we continue to lead our organization down a successful path in today's society.

Asha's Refuge wants your Internship with us to be one that is encouraging to you as you seek to gain experience and volunteer time towards your ultimate career goals. Please always feel free to communicate with us if you have any suggestions, concerns or questions. Our requirements for our internship program falls in line with our requirements for our regular volunteers. Listed below are the steps we require for approval to become an Intern for our Organization followed by a few of our Rules:

STEPS

1. Read Intern Responsibilities and Complete our Student Intern Application
2. Schedule a Meeting with Our Volunteer Coordinator and/or Our Executive Director
3. Attend Orientation
4. Complete Our Volunteer Paperwork Packet which includes:
 - a. Volunteer Policy
 - b. Non-Disclosure and Confidentiality Agreement (Safety for Refugee Clients)
 - c. Background Check
 - d. Watching a Short Safety Video & Understand and Agree to Sexual Abuse Policy
 - e. Complete Photo and Media Release
5. Read and understand our Mission and Vision "About Asha's Refuge"

RULES

1. As an Intern for Asha's Refuge, you are representing your school as well as our organization. Please remember to be respectful and considerate to others you may come in contact while on your assignment: other volunteers, Asha's Refuge staff, our Asha's Refuge board members, other community organization leaders that we may collaborate with, refugee clients which will include preschoolers, school aged students, teens and adults. Please treat others as you would want to be treated.
2. We ask that you show up to your assignment at least 15 minutes early. Please keep in mind the traffic that tends to pile up on our Memphis interstates and give yourself some extra time.
3. Asha's Refuge often shares building space with other organizations. Please pick up after yourself and remind the clients you work with to pick up after themselves. Please help us teach our clients good healthy habits of cleaning up after eating snacks and throwing trash in the trash can.
4. When helping a preschooler go to the restroom, two adults (over 18) must be present at all times.
5. Please limit cell phone and texting use while you are on an assignment. No cell phone texting or talking on the phone while working with children. Please, no texting while driving. Everyone's safety is a real concern of ours.
6. When visiting a refugee client, always notify us first and take another adult (18 years or older) with you.

1 Corinthians 13:8 "Love never fails."