



Internship Application
Hannah House and Hannah Center Maternity Home
808 N College Avenue
Bloomington, IN 47404
812-334-0104

Thank you so much for your interest in volunteering with us. After you complete this application, simply return it to the above address or email it to us at info@hannahcenter.org along with an updated resume. If you have any questions regarding the application or about volunteer positions, please let us know. We look forward to meeting you soon.

Date _____
Name _____
Cell Phone _____
Email _____

Address _____
City/State/Zip _____
Birthday _____

School Information

School _____
Program _____
Total Hours Needed _____

Academic Advisor Information (or appropriate contact point)

Name _____
Email _____
Phone _____

What are your expectations as an intern?

What gifts, skills, and/or talents can you bring to help the ministry move forward?

How will you incorporate this internship into your professional and/or personal goals?

Work Experience _____

Educational Background _____

Do you speak any other languages? If so, please list _____

Describe any volunteer positions held or services performed for other non-profit organizations or ministries. _____

Where did you first hear about the Hannah House and Hannah Center? _____

Briefly state why you wish to volunteer at this agency. _____

Have you ever attended a pregnancy center volunteer training seminar? ____ Yes ____ No
 If yes, when and at which center? _____
 If no, are you willing to attend a training seminar? ____ Yes ____ No

What days and times are you available to volunteer?

	9a-10a	10a-11a	11a-12p	12p-1p	1p-2p	2p-3p	3p-4p	4p-5p
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

If you are interested in volunteering with the Hannah House, check here _____
 If so, are you available weekends? Yes/No
 Are you available evenings? Yes/No

Many of our residents and clients are struggling in the effort to quit smoking. If you or someone in your household smokes, please do not smoke before coming to volunteer at Hannah Center or Hannah House and please make sure your clothes do not smell of smoke. Thank you for helping in this way.

Our client services programs are based on the following standards of service. Please initial those you agree to adhere to in your personal life and in volunteer ministry.

Emotional and Educational

- ___ Parenting or adoption are the only positive and healthy outcomes for any pregnancy.
Women who choose either of these are making positive and unselfish decisions.
- ___ Every pregnant woman needs quality childbirth education and loving support during delivery.
- ___ Teaching positive approaches to parenting and discipline will help break the cycles of child abuse and neglect that are so prevalent in our community today.
- ___ Life skills education will help people become self-sufficient and end the cycle of dependency upon public assistance.
- ___ Women and families who have personally experienced the physical, emotional, and psychological pain of abortion need our love and support to grieve their loss and receive healing.
- ___ Abstinence from premarital sexual activity should be encouraged as the only healthy, Biblically correct option.

Physical and Developmental

- ___ All pregnant women deserve access to appropriate prenatal care.
- ___ Early prenatal education and medical care are vital for a safe and healthy pregnancy.
- ___ Fathers are vitally important in the life of a child and family. They need our love and support to fulfill the most important role of their life.
- ___ Every effort must be made to address the serious problem of homeless pregnant women and their families.

Spiritual

- ___ Each person has worth and dignity despite any life circumstances or decisions he/she makes.
- ___ God has a divine plan and purpose for every individual.

We are a social service agency that is faith-based. Therefore, it is important for us to have the following information about prospective volunteers who desire to work with our clients.

Have you invited Christ into your life as Savior and Lord? ____ Yes ____ No

If yes, when? _____

How does your life reflect your personal relationship with Christ? _____

Church Information

Church Name _____ Phone _____

Address (include City/State/ZIP) _____

Pastor's Name _____ Pastor's Email _____

How long have you attended? _____

Please forward Pastor Reference Form provided with this application to your pastor and have your pastor return it to the address or fax number shown on form.

I have sent/given form to pastor: Yes____ No____

May we contact your pastor concerning reference? ____ Yes ____ No____

Mission Statement

The Hannah Center is a Christian organization dedicated to providing life-affirming support to help meet the spiritual, emotional and physical needs of people affected by crisis pregnancies and early parenting challenges.

Statement of Faith

1. *We believe the Bible to be the inspired, infallible, authoritative Word of God.*
2. *We believe that there is one God, eternally existent in the Father, Son and Holy Spirit.*
3. *We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.*
4. *We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord.*
5. *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and perform good works.*
6. *We believe in the resurrection of both the saved and the lost; and in Christ who has promised to return personally to complete the establishment of His kingdom.*
7. *We believe in the spiritual unity of believers in our Lord Jesus Christ.*

**Adopted from the National Council of Evangelical's Statement of Faith.*

I am in agreement with the CPC's Mission Statement and Statement of Faith.

Signature

Date

Volunteer Ethics Agreement

1. *I believe in the sanctity of human life as taught in the Bible. Therefore, I reject abortion as an acceptable option for a teenager or woman facing a crisis pregnancy. I will not participate in any action which results in the end of an innocent human life.*
2. *I will uphold the trust placed in me by the staff, Board of Directors, supporters and clients. I commit to keep in complete confidence all information pertaining to clients, donors, supporters, and finances. I understand that violating confidentiality in any area is grounds for immediate termination of my position. I will continue to keep all information confidential, even if I no longer volunteer with the CPC.*
3. *I have read, understood, and agree with the CPC Statement of Faith and will at all times uphold it, as well as all policies and procedures established by the staff, Board of Directors and Executive Director of the CPC.*

Signature

Date

Volunteer Areas

Please circle up to three areas that greatly interest you and underline up to three areas that somewhat interest you. All volunteer opportunities will be further explained when we meet with you.

Client Services/Education

Material Support: Assisting families when they come to the CPC to use the Material Support Program. Learning how the Baby Bucks system works and facilitating the exchange of Baby Bucks with families. Sorting incoming donations.

Donation Pick-up: Picking up donations at places like "Once Upon a Child," other agencies, or donor's homes. Dropping off unusable donations at places like Backstreet Mission.

Parenting Education: Teaching an aspect of parenting skills for the Parenting Class. *Education in or experience teaching topics related to parenting skills or experience parenting your own children needed.*

Life Skills Programming: Teaching an aspect of life skills for the Life Skills Class on topics such as resume writing, job interviewing, budgeting, financial planning, meal planning, etc. *Education in or experience teaching topics related to specific life skills needed.*

Abstinence Education: Leading all or part of a group or individual study on sexual healing and abstinence. *Previous experience or education required.*

Language Translation: Translating during appointments with clients who do not speak English.

Hannah House Maternity Home

Transportation: Providing transportation in your own vehicle or the Hannah House van to events, appointments, school, or work.

Childcare: Providing childcare at Hannah House for infant while resident is at school, work, etc. Providers also needed during the regularly scheduled Parenting Class and Bible Study.

Maintenance/Groundskeeping: *see description under "other areas"

Meal Preparation: Preparing a meal once a month with the assistance of residents.

Cleaning: Deep cleaning of bedrooms after residents move out.

Professional Support

Please attach resume to volunteer for these positions. Please circle these only if you already have a degree or license to practice.

Counseling: Provide counseling services to Hannah House residents or CPC clients. Be available to staff members for questions as they arise.

Physician: Be available to staff members and clients as questions arise.

Nursing: Be available to staff members and clients as questions arise. Occasionally signing pregnancy verification forms for clients who have had pregnancy tests done at the CPC.

Pastoral Care: Be available to staff members and clients for pastoral support.

Prenatal Education: Teaching an aspect of prenatal care for the first, second, or third trimester

Childbirth Education: Teaching relaxation techniques, breathing techniques, etc. in weekly Childbirth Class.

Childbirth Support: Providing birth coach/doula services to clients and residents.

Ultrasound Technician: Certification required. Provide ultrasounds to abortion-minded women.

Administrative Assistant

Goal: Help take care of necessary tasks, freeing up staff to accomplish more

Duties: Making copies, putting folders together, and clerical tasks, asked to clean, or help with other tasks, depending on need.

Hours: Monday through Friday 10:00am-4:00pm

Fundraising

Special Events: Assist with various aspects of special events such as the Hannah-thon, Walk for Life, and Hannah Gala.

Grant Research: Assist with writing and research.

Decorating: Assist with planning and preparation for special events, assist with set up and clean up on the day of special events.

Telephone Calls: Contact individuals and businesses regarding special events.

Refreshments: Help prepare and set up refreshments for special events.

Other Areas

Prayer Support: Commit to praying for the ministry's needs as outlined in a regular prayer team email.

Maintenance/Groundskeeping: Assist with minor repairs and upkeep at the Crisis Pregnancy Center and Hannah House. Perform tasks such as changing light bulbs, repairing cribs and assembling them, etc. Assist in maintaining the exterior of the property. Perform tasks such as pulling weeds, landscaping, painting, etc.

Cleaning: Cleaning at the Crisis Pregnancy Center. Tasks include dusting, vacuuming, cleaning bathrooms, mopping and washing windows.

Additional information on helping with Client Services

Material Support

Goal: To provide a warm, friendly place where our clients' needs are met.

Duties: Sorting clothing, lifting clothing tubs, cleaning, and interacting with families

Hours: Material Support ~ Monday and Wednesday 10:00am-11:30am and 1:00pm-4:00pm
Tuesday 10:00am-11:30pm, 1:00pm-6:00pm

Other: On Monday and Wednesday when Material Support is open we ask that volunteers do not bring in their children unless the child is volunteering. Other days, volunteers may bring their children but they must be supervised by the parent at all times. Volunteers may want to bring something for the child to do while they volunteer.

Children's Place

Goal: To help provide a safe environment for children while their parents shop in Material Support, attend a class, or are in counseling.

Duties: Volunteering may require some getting up and down from the floor, lifting children, teaching and playing with children. There may be times in Children's Place with many children or no children to work with.

Hours: Children's Place is open on Monday and Wednesday during Material Support hours. Volunteers are needed to supervise and play with children, clean, and help prepare crafts etc.

Other Info: We kindly ask that volunteers do not bring in their children unless the child is volunteering.

Hannah House

Goal: Assist and/or volunteer as a Resident Assistant. Involves direct care of residents and/or mentoring residents

Duties: Teaching life skills, parenting classes, or facilitating groups, providing recreational activities for residents

Hours: The Hannah House needs supervision 24/7; however, the biggest need is during evenings and/or weekends.

Policy on Volunteers Age 16 and Under

Volunteers who are 11 years old, or under, can only volunteer with the supervision of a parent who is also volunteering. They are not allowed to volunteer in Children's Place or Material Support.

Volunteers who are 12 and 13 years old can volunteer with a parent who is also volunteering.

Volunteers who are 14 through 16 can volunteer without a parent, on a trial basis. Volunteers this age must be able to serve without constant supervision.

6. What is your perception of the applicant's ability to function in the role for which he/she has applied?

7. Are there any reasons you wouldn't recommend this applicant to serve in this ministry?

Signature: _____ Date: _____

Thank you for taking time to complete this reference form. After you complete this application,
simply return it to

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808 N College Avenue
Bloomington, IN 47404,
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For I know the plans I have for you, declares the LORD, plans to prosper you and not to harm you, plans to give you hope and a future. -Jeremiah 29:11