



(A) Personal Data

Date of Application: _____

Name: _____ Birth date: _____

Which Center you currently located at: _____

Marital Status: Married Single Divorced Separated Widowed

If married, give name of Spouse _____

Spouse Occupation: _____

Number of Children: _____ Ages: ____/____/____/____/____/____

Date of Projected Completion: _____

Please send your personal testimony on a separate sheet of paper(s).

(B) Education & Other Interests

List in chronological order, all high schools and colleges attended beginning with the most recent.

Name of School	Location	Attended Date	Graduation

Highest grade completed: _____

GED: If not a high school graduate, do you have a GED diploma? Yes No

Do you have any learning disabilities such as reading, writing, or spelling? If so, on a separate piece of paper please explain them. (The internship program requires several book assignments through the year which include writing, taking tests, reading, and using the computer)

Do you speak other languages besides English? Yes No

List the other languages: _____



(C) Statement of Purpose - Answer with plenty of detail.

1. Why do you want to do an internship with Adult & Teen Challenge?

2. What was the biggest area of growth in your life during the program?

(On a scale of 1-5, 1 being the biggest area of growth & 5 not being so great how would you rate your growth in the areas below?)

- Did you accept Christ as a result of the program
- Personal Discipline
- Emotional Health
- Relationship Development
- Dealing with past relationship issues



3. Do you see yourself having the potential of being a servant leader? Why or Why not?

4. How would you define a leader?

5. How do you feel a student leader would look like?



6. What do you feel are your greatest strengths and weaknesses? (Mark S for strength and W for weakness next to each)

- Communication _____
- Strong Work Ethic _____
- Organizational & Planning _____
- Flexible & Adaptable _____
- Decision Making & Judgment _____
- Problem Solving _____
- Gathering, Analyzing & Managing Information _____
- Coaching & Mentoring _____
- Team Work _____
- Reliable & Dependable _____
- Self-Reliant/Self-Management _____
- Self-Discipline _____
- Persistent & Resilient _____
- Persuasive _____
- Integrity _____
- Energetic _____
- Initiative _____

7. How are you currently cultivating your spiritual life and seeking to mature in Christ?

8. What do you hope to do after completing your internship?



9. What focus do you want to see on your internship program? Are you looking for a thrift store focus or a center focus? Pick a focus and explain why. (All interns have training in both thrift store and center. Choosing a focus allows more training in that subject area during your internship)

10. What do you feel is your greatest strength with recovery?

Note: Please understand that you are not in full recovery, you are still in the recovery process and you will continue to get training & teaching to help you during your continued recovery.

11. Do you have any questions or concerns of what this may look like?

(D) TCMi Student Intern Syllabus

Purpose: The TCMi Online program is designed to provide tools for Adult & Teen Challenge student interns that will equip them for continued recovery, leadership, and service. The TCMi Online program will allow student interns the opportunity to receive real life experience partnered with Bible and leadership classes to help them become an integral part of an Adult & Teen Challenge Campus.

Who intended For: Students who have successfully completed the one year residential program and are interested in:

- Pursuing further training and development that could lead to a possible career with Adult & Teen Challenge.
- Receiving training that will enable them to give back to the program through service.
- Receive training that will help them to discern the call of God in their lives.

Enrollment: Once a student has successfully completed 10 months of the residential program he/she is able to submit a TCMi Student Intern Application to the center's Executive Director or designee who will forward a copy to TCMi for consideration of the student internship program. Upon acceptance into the TCMi Student Internship program, the student will be assigned a TCMi student intern email address. Instructions on how to sign up and log in will be sent to the Executive Director or designee. Once the intern has set up and logged into their email, interns will find a welcome email which will guide them through the process of enrolling to the online training modules and courses.

Tuition: The cost of the TCMi online program will be covered by the Adult & Teen Challenge campus at a rate of \$400 per month, for the 12 month program. Tuition will cover text books, postage, on site sessions, and other administrative costs. Room and board will be provided by the participating TC campus

Stipend: A stipend of \$100 per pay period will be provided for personal expenses during the first term. Upon successfully completing the first term of the internship; the student will receive a stipend increase of \$200 per pay period for the second term.

Computer Requirements: All students must have access to a personal or center computer with access to Internet, and e-mail. Center and student computers must have covenant eyes installed onto their computers for personal accountability.

Self-discipline: Students will be expected to be self-disciplined to complete the given training modules/courses. Students will be responsible for completing work when assigned, participating in all forums or discussion boards, and communicating with center staff and the TCMi Director. It is suggested that a student set aside the **minimum of 8 hours a week** to complete the assigned training material.

Office Assistance: You may contact TCMi via email at info.tcmi@tcpnw.com or by phone at (971) 255-0658. If you would like to talk with the Director, send an email or leave a message and we will respond as soon as possible.

(E) TCMI Student Intern Syllabus – Training Requirements

Onsite Center/Thrift Store Training: Interns will be assigned training modules to assist in getting acquainted with the management side of ministry. Through these training modules interns will be assigned tasks, job shadow, and be mentored through actual opportunities to become acquainted with the Adult & Teen Challenge operational procedures for each job function of the Teen Challenge Ministry.

Interns will be responsible for assisting staff in the day to day operation of the program but will not be given complete oversight of any one area or fulfill full time staff requirements. Interns will begin their internship with limited responsibilities where sole supervision of phase 3 and 4 students is not assigned. Responsibilities will increase as an intern progresses in their training. Interns may be given assignments as the sole supervision of students upon approval of the Center Executive Director, Thrift Store Manager or Program Coordinator when they have proven their capabilities.

Educational Course Training: Students are required to participate in the TCMI online correspondence courses. The education program is a 12 month commitment, divided into two six month terms, and all assigned work must be completed within the required time. All courses will be completed via an online platform called Blackboard (Coursesites) and email. Some curriculum will be based on the Emerging Leaders Program (ELP) from the Teen Challenge USA. Upon completion, interns will receive a certificate. For course assignments, student will be accountable to their center Executive Director, Thrift Store Manager and Program Coordinator along with TCMI Director.

Assignments:

Student interns will have to log onto the class website Coursesites to enroll for class. Interns will be able to get class assignments, assigned homework, and communicate with TCMI Director. There will also be "cyber board meetings" in which interns and instructors can discuss and share information with each other. Assignments will be turned in via class website Coursesites **at scheduled times**. There is an Orientation class that must be completed by all student interns within the first 30 days.

The Entire Internship Program Will Consist Of:

30 day Orientation - 2 tests will be taken on our staff policies and core values.

A two page report on "It Started With A Broom"

11 subjects that focus on our recovery, discipline, and leadership.

7 Training Modules:

- **Kitchen Module** - In this module you will train under the Kitchen supervisor or Designee by the program coordinator. You will need to accomplish the following training tasks:

Meal Preparation - Create a menu for a week of meals

Prepare an itemized list of supplies for the menus created

Oversee the preparation of the meals

Oversee the cleanup of Kitchen and dining facilities

Read Chapter 20.0 Food Services out of the Online Staff Manual

- **Outreach Module** - In this module you will be trained about Outreach and how that fits in with the Center and TCPNW as a whole. Your Program Coordinator will train you or may designate the Outreach Coordinator or other staff person under his/her supervision to train you. Once you have completed the training tasks you will write a 500 word summary of what you learned and your feelings about the outreach of the center and how it impacts the center. Explain your involvement in the training Tasks and what was accomplished.

Training Tasks:

Understand the Job Description of the Outreach Coordinator
Read Chapter 17.0 Outreach Ministries out of the Online Staff Manual
Do at least one Itineration
Do a minimum of 2 Outreach Events (Store Front, Street Evangelism, Jail or Juvenile detention outreach)
Do a Stay Sharp presentation

- **Intake Module** - In this module you will read the following chapters out of the Online Staff Manual. Then complete the training tasks below:

Chapters to read:

15.0 Records Management
22.0 Admissions and Intake
25.0 Student Rights
26.0 Legal Services
28.0 Discharge Release and Re-Entry
29.0 Student Property Control

You will complete the following training tasks:

Know and understand the Intake Coordinator Job Description
Know and understand how to fill out all paperwork involved in intake
Know and understand how to conduct a phone interview with a potential student
Know and understand the proper use of the Grey Sheet
Know and understand how to create and file student folders
Know and understand the process of taking in a new student
Know and understand the Medical test needed for a new student.
Know and understand the procedure if a new student's medical tests come back positive
conduct a full intake of a new student

- **Center Office Module** - In this Module you will be training with your Program Coordinator and seeing how the center office operates. You will accomplish the following training tasks with your Program Coordinator:

Know and understand the Program Coordinator Job Description

Shadow your Program Coordinator in his daily operations

Know and understand the different reports your Program Coordinator is required to fill out.

You will then train in the office of the center. Get a feel for how to answer the phones, use copy machine, deposits done, and how the overall office works at the center. Meet and talk with the support staff in the office and see what they do daily in the office. Meet with someone that coordinates the volunteers for the center.

After training and getting to know your Program Coordinator and the center office give a 1000 word report on what you observed and learned.

- **Facilities/Vehicle Maintenance Module** - In this module you will spend some time with the vehicle maintenance staff in charge and the facilities maintenance staff in charge and learn his/her responsibilities and how vehicle maintenance is handle at your center. Such as:

Records kept

Who is responsible

How are parts bought when needed...the process

What reports are used

How often inspections are done

Read Chapter 19.0 Operation of vehicles out of the Online Staff Manual & Chapter 18.0 Facilities

Management out of the Online Staff Manual.

Once you have spent some time with both these staff persons write out a 1000 word summary of what you learned.

- **Fundraising Module** - In this module you will need to interview your Executive Director. Set up a time with your Executive Director so that you can interview him/her on the importance of fund raising and the impact it has on the center as a whole.

Then you will organize and put on a successful fundraiser. You will need to present your fundraiser to the Executive Director and have approval. All money raised will be given to your center. Allow other staff to mentor you through this process. Keep open communication with your Executive Director at every step of the process.

You will give a 500 word summary of your interview with the Executive Director then explain the type of fundraiser you did & the amount raised then explain how you organized this event (share your communication, organization, conflict resolution, attitude and cooperation from those involved, etc..)



- **Classroom Module** - In this module you will work closely with the Education Coordinator.

Training Tasks for this module are below:

You will know how to grade lessons and track student progress.

You will learn the process of grading PSNC's and GSNC's and recording the student's progress for student files.

You will learn the process of setting a new student up in the classroom.

You will learn the process of handing out and walking students through PSNC material.

You will learn to oversee all aspects of the classroom as in a teacher role.

Under the direction and mentoring of your Educational Coordinator or designee you will prepare a devotional to share in a chapel service. You will need to prepare an outline to turn in for this assignment.

3 Intensives per year - The intensives are geared to further your training with specialized instructors and is a 3-4 day get away from your everyday tasks at the center and R & R from the student population. This is a time to dig in and utilize the additional training.

Sign the agreement below, send completed application to TCMi and Intern keeps copy

My signature indicates that I _____ ***fully understand I am filling the position of a student intern and understand I am not a Teen Challenge employee.*** I agree to complete the training requirements assigned to me in this document according to the time frame indicated herein. I also understand that failing to complete the training requirements according to the guidelines specified in this contract may result in my dismissal of the Adult & Teen Challenge internship program.

Student Signature Date

Program Coordinator/Thrift Store Manager Date

Center Executive Director Date