



Colorado Springs Teen Court

Dear Prospective Intern:

Thank you for your interest in serving as an intern with Forge Evolution (formerly Colorado Springs Teen Court)! Please sign the *Acknowledgment of Intern Requirements* form and complete the *Basic Information* form, the *Oath of Confidentiality*, *Permission for Press Release*, and the *Background Check Request*, and return all forms to the Forge Evolution office.

A background check conducted by an outside agency IS REQUIRED for all adults volunteering with Forge Evolution & the Teen Court Program. A fee of \$25.00 must be paid to Forge Evolution to process the background check. Please fill out the Criminal Records and Background Release form at the end of this application and submit it to Forge Evolution. In addition, a urine analysis (UA) IS REQUIRED as part of the application process as part of Forge Evolution's drug/alcohol policy.

Forge Evolution's Teen Court Program hosts its sentencing hearings on Tuesday afternoons and evenings. Peer Panels begin at 3:00PM and last until 7:00PM; Trials begin at 5:00PM and last until 7:00PM. Parking is currently available in the BACK HALF of the First Presbyterian Church parking lot just east of the Municipal Courthouse (across the street on the corner of Weber & Bijou).

Be sure to contact the Forge Evolution office to schedule an interview as soon as possible. We look forward to your participation and involvement with Forge Evolution. Thank you again for your interest in working with us!

Sincerely,

Forge Evolution Staff

Forge Evolution is a nonprofit 501(c)(3) organization that empowers youth and fosters resilient communities by inspiring accountability, empathy, and personal growth. The Teen Court Program is one of the pillar programs of Forge Evolution and provides a Restorative Practice alternative to regular court sentencing for first-time misdemeanor juvenile offenders. Although the Teen Court Program works in tandem with the Municipal Court system through Forge Evolution, the organization remains a **locally-based nonprofit** that relies on community support to sustain its programs.

P.O. Box 2169

Colorado Springs, CO 80901-2169

Phone: (719) 475-7815

Fax: (719) 385-6202

Web: www.forgeevolution.org

Email: info@forgeevolution.org

INTERN REQUIREMENTS

- ❖ MANDATORY ATTENDANCE ON TUESDAY AFTERNOONS/EVENINGS FOR PEER PANELS & TRIALS
- ❖ Minimum 12 HOURS per week in the Forge Evolution office consistently throughout the entire semester
- ❖ Must dress in appropriate office attire, i.e. business casual on all weekdays WITH THE EXCEPTION OF TUESDAYS during Teen Court proceedings when business professional attire is REQUIRED (see Forge Evolution staff for any questions/concerns about dress code)
- ❖ Willingness to work in a busy office environment in a courthouse with several other legal professionals
 - Computer Skills (Microsoft Office)
 - Answering phones
- ❖ Due to the nature of our busy office environment, WORKING ON SCHOOL/HOMEWORK WILL NOT BE PERMITTED – Forge Evolution staff reserves the right to send you home and not give you credit for your intern hours for the day
- ❖ MUST SUBMIT TO & PASS A URINE ANALYSIS (UA) THROUGH FASTESTS LABS, IN ADDITION, YOU MUST AGREE TO ABIDE BY FORGE EVOLUTION'S DRUG/ALCOHOL POLICY
- ❖ MUST SUBMIT TO & PASS A CRIMINAL BACKGROUND CHECK
- ❖ MUST BE FINGERPRINTED ACCORDING TO MUNICIPAL COURT PROTOCOL
- ❖ INTERNS ARE ENTITLED TO 3 DAYS OFF PER SEMESTER. INTERNS ARE TO COMMUNICATE ANY SICK LEAVE. REQUESTED TIME OFF PERMISSION NEEDS TO BE OBTAINED 14 DAYS PRIOR TO LEAVE BY SUPERVISOR.

Please allow for a minimum 2 week period for all necessary paperwork and procedures to be finalized before being approved for internship

For any further questions/concerns regarding internship eligibility, please contact the Program Director **Sam Hanson** at either **719-475-7815** or **sam@forgeevolution.org**.

ACKNOWLEDGEMENT OF INTERN REQUIREMENTS: I have read and fully understand the basic requirements of an internship with Forge Evolution. Furthermore, I understand that in order to complete my internship with Forge Evolution, I WILL BE REQUIRED to work UNTIL THE END OF THE SEMESTER – this WILL result in working MORE office hours than my school may require as part of my internship credit hours.

Print Name

Signature

Date

INTERN APPLICATION PROCESS

- ✓ Complete Intern Application & return to Forge Evolution
- ✓ Schedule Interview with Forge Evolution Staff
- ✓ Submit to Urine Analysis (UA) through Conspire! Colorado Springs
- ✓ Submit Background Check to Forge Evolution with \$25.00 fee
- ✓ Complete fingerprint process
- ✓ Return fingerprints to Forge Evolution
- ✓ Submit class schedule
- ✓ Receive acceptance email and semester schedule

INTERN RESPONSIBILITIES (MUST ATTEND ALL PEER PANEL & TRIAL SESSIONS)

FORGE EVOLUTION OFFICE:

- ❖ Complete any administrative duties as necessary to assist the program (take notes, make copies, take dictation, run errands etc.)
- ❖ Interact with parents/participants on a daily basis
- ❖ Create case folders for participants by preparing sentencing documents & providing student volunteers with case information for court sessions
- ❖ Maintain statistics for participants (i.e. walk-ins, mail, inbox, old files etc.)
- ❖ Assist with case data entry & document preparation
- ❖ Maintain assigned case load
- ❖ Input data for statistical reporting on *Participant/Parent Evaluations* for the participants who have completed the Teen Court Program
- ❖ File participant sentencing requirements throughout the deferred sentence process
- ❖ Assist with all necessary preparations for sentencing hearings *prior to Tuesdays*
- ❖ Assist at Peer Panels & Trials (Case Managing, Bailiff, Outprocessing, clean up etc.)
- ❖ Track participants concerning sentence completion & contact participants if required
- ❖ Provide evaluation packets and expungement packets to participants who are in compliance
- ❖ Assist with compiling training material for scheduled volunteer training sessions
- ❖ Attend TWO classes hosted by Forge Evolution (approval required by Forge Evolution staff)

TEEN COURT PROGRAM - PEER PANELS:

- ❖ Assist with preparation & set-up of rooms
- ❖ Serve as Case Manager
- ❖ Assist in outprocessing participants after panels
- ❖ Assist in clean-up & security lockdown of courthouse at the end of the evening

TEEN COURT PROGRAM - TRIALS:

- ❖ Assist with preparation & set-up of courtrooms & jury boxes
- ❖ Supervise participants checking in for jury duty
- ❖ Supervise bailiffs prior to trial
- ❖ Oversee one of the courtrooms during the trial
- ❖ Assist in outprocessing participants after trials
- ❖ Assist in clean-up & security lockdown of courthouse at the end of the evening

TEEN COURT PROGRAM - CLASSES:

- ❖ Assist with set-up of room(s) including materials (prompts, pens, water bottles etc.)
- ❖ Supervise participants until class begins
- ❖ Assist in clean-up and security lockdown at the end of the evening

Forge Evolution/Teen Court Internship Application – Basic Information

Please Print

Date: _____

Name: _____

Date of Birth: _____

Gender: _____

Race/Ethnicity: (circle all that apply) African American Asian Caucasian Hispanic Native American

Home Phone: _____ Cell Phone: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Local Address (if different): _____

City: _____ State: _____ Zip: _____

School E-mail: _____ Personal E-mail: _____

Best way to be contacted: (electronic is the easiest) (circle all that apply) Text Email Phone Mail

Current School Requiring Internship: _____ Major: _____

How many hours are you required to complete for your internship? _____

How did you hear about Forge Evolution/Teen Court? _____

Have you ever been charged with OR convicted of a crime?

YES

NO

If yes, please explain: _____

AUTHORIZATION

I want to apply to be an intern for Forge Evolution & the Teen Court Program. I understand that to assume this position, I must agree to undergo a criminal background check. I also understand my acceptance as an intern will be contingent upon the outcome of this criminal background check. I give my permission for Forge Evolution to request this background check, and I furthermore agree to release and hold harmless Forge Evolution, its officers, directors, and employees from any liability of any kind in connection with my being required to undergo a criminal background check, as well as from the outcome of such a background check.

Signature

Date

Return To: Forge Evolution
P.O. BOX 2169
Colorado Springs, CO 80901-2169

Questions? Call 719-475-7815
Email: info@forgeevolution.org



Colorado Springs
Teen Court

OATH OF CONFIDENTIALITY

I hereby affirm that:

- I understand the confidential nature of information, including but not limited to files and records, that I receive from Forge Evolution.
- I will not make copies of files and records or allow others to have access to the files and records without consent of an employee or director of Forge Evolution.
- I will not distribute or use any confidential information which comes to my knowledge in the course of my involvement in Forge Evolution.
- I will return to Forge Evolution all files and records after completion of the program in which I am involved.

***Approved by the Forge Evolution Board of Directors on
June 21, 2021.***

By signing, I agree that I have read the Oath of Confidentiality and will uphold the requirements provided herein.

Participant signature

Participant name (please print)

Date

Release

Authorization to Reproduce Physical Likeness

For good and valuable consideration, the receipt of which from _____(NAME) is acknowledged, I hereby expressly grant to FORGE EVOLUTION and to its employees, agents, and assigns, the right to photograph me and use my picture, silhouette and other reproductions of my physical likeness (as the same may appear in any still camera photograph and/or motion picture film), in and in connection with the exhibition, theatrically, on television or otherwise, of any motion pictures in which the same may be used or incorporated, also in advertising, exploiting and/or publicizing of any such motion picture, but not limited to television or theatrical motion pictures. I further give FORGE EVOLUTION the right to reproduce in any manner whatsoever any recordation made of my voice and all instrumental, musical, or other sound effects produced by me.

I HEREBY VERIFY AND REPRESENT THAT I HAVE READ THE FOREGOING AND FULLY UNDERSTAND THE
MEANING AND EFFECT THEREOF AND, INTENDING TO BE LEGALLY BOUND, I
HAVE HEREUNTO AGREED TO THIS RELEASE

NAME: (printed) _____

(signed) _____

DATE: _____



Dressing for Peer Panels & Trials (Men)

- Suit or blazer with gray, navy or black dress pants
- Dress shirt
- Tie in a solid or simple pattern (***Required***)
- Polished dress shoes in a dark color
- **No earrings.** Jewelry should also be minimal. (*Ring, necklace, bracelet or watch*)
- Hair must be worn in a conservative style. Facial hair, make sure it is short and neatly groomed
- **NO CHEWING GUM OR FOOD OR DRINK OUTSIDE THE OFFICE**
- **IF THERE ARE ANY QUESTIONS REGARDING DRESS CODE PLEASE CONTACT FORGE EVOLUTION STAFF at (719) 475-7815**



Dressing for Peer Panels & Trials (Women)

- Navy or dark color suit or blazer, sweater, dark color skirt, or pants are acceptable.
- Skirt length should be a little below the knee and never shorter than above the knee. (***If you think it is too short, it is probably too short!***)
- Dress blouses / shirt. (***No halter, low cut or tank tops, spaghetti straps, or anything showing too much skin***)
- Basic pumps (***Black or dark in color***) 1" – 2" heel. No sandals or platforms.
- Make-up should be minimal and conservative tones. Jewelry should also be minimal. (***Earrings, a ring, necklace, bracelet or watch***)
- Hair must be worn in a conservative style
- **NO CHEWING GUM OR FOOD OR DRINK OUTSIDE THE OFFICE**
- **IF THERE ARE ANY QUESTIONS REGARDING DRESS CODE PLEASE CONTACT FORGE EVOLUTION STAFF AT (719) 475-7815**

Forge Evolution

CRIMINAL RECORDS and BACKGROUND RELEASE **AUTHORIZATION and DISCLOSURE**

PLEASE TYPE OR PRINT CLEARLY

I, _____
FIRST NAME **MIDDLE NAME** **LAST NAME** (Please Include Jr., Sr., II, III, etc.)

understand that in conjunction with my application for volunteering with Forge Evolution, work to be performed under contract, promotion, volunteer position, reassignment; this company will use the services of an outside agency to research and verify the information I have provided on my application for volunteering including my personal background, character, professional standing, work history and qualifications. A written report of all findings will be provided to Forge Evolution. The administrators use Conspire! and VeriCorp, as an agent to perform its Employment/Volunteer-related background investigations.

Conspire! and VeriCorp will utilize various sources of information it deems appropriate including but not limited to: criminal records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, licensing authorities, state and federal sanctioning authorities, professional and personal references and workers' compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize, and consent to the release and disclosure of any and all information including but not limited to the above to Forge Evolution.

Law enforcement agencies and other entities for positive identification purposes, require the following information when checking public records. It is confidential and will not be used for any other purposes. **PLEASE PRINT CLEARLY.**

COST OF APPLICATION FEE: \$25.00 (cash/check/credit/debit card)

FORGE EVOLUTION WILL PROCESS YOUR BACKGROUND CHECK THROUGH AN OUTSIDE AGENCY. THE \$25.00 FEE SHOULD BE GIVEN TO FORGE EVOLUTION STAFF ALONG WITH THE ADULT VOLUNTEER APPLICATION. THIS REPORT WILL REVIEW COLORADO CRIMINAL HISTORY AND THE FEDERAL SEX OFFENDER REGISTRY.

Please PRINT clearly:

FIRST NAME	MIDDLE NAME	LAST NAME	
EMAIL ADDRESS	DRIVER'S LICENSE NUMBER	STATE	
SOCIAL SECURITY NUMBER	DATE OF BIRTH (Month/Day/Year)	GENDER	RACE

Alias/Maiden/Previous Name(s) Use the back of this form if more space is needed:

FIRST NAME	MIDDLE NAME	LAST NAME	YEARS USED

List all addresses, including current address, for the past 4 years. Use the back of this form if more space is needed:

ADDRESS, CITY and STATE	ZIP CODE	COUNTY	DATE FROM	DATE TO

APPLICANT SIGNATURE: _____

DATE: _____