

Dear Prospective Intern,

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

The **Teen Court Program** meets for Peer Panels and Trials on scheduled Tuesday afternoons and evenings. *Peer Panels* are held starting at 4:30pm with the possibility of court running until 7:45pm depending on our caseload and number of volunteers. *Trials* run from 5:00pm until 7:00pm.

All **Peer Panels** and **Trials** are held in the courtrooms at the Municipal Courthouse in downtown Colorado Springs located at **244 E. Kiowa Street**. Parking is currently available for volunteers east of the courthouse across N Weber St in the back half of the *First Presbyterian Church* parking lot located on the corner of E Bijou St and N Weber St.

A background check conducted by an outside agency is **REQUIRED** for all individuals working or interning with Forge Evolution - Teen Court. Please fill out the **Criminal Records and Background Release Authorization** form at the end of this application and submit it to Forge Evolution. A fee of \$25.00 must be paid to Forge Evolution when you submit your application for your background check. PAY FEE BY CLICKING [HERE](#). In addition, a urine analysis (UA) **IS REQUIRED** as part of the application process as part of Forge Evolution's drug/alcohol policy. **You are responsible for UA payment.**

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!

INTERN APPLICATION PROCESS

- INCLUDING BACKGROUND CHECK TO FORGE EVOLUTION WITH \$25.00 FEE
- COMPLETE INTERN APPLICATION AND RETURN TO FORGE EVOLUTION
- SCHEDULE INTERVIEW WITH FORGE EVOLUTION STAFF
- SUBMIT TO URINE ANALYSIS (UA) THROUGH CONSPIRE - COLORADO SPRINGS
- COMPLETE FINGERPRINT PROCESS
- SUBMIT CLASS SCHEDULE
- RECEIVE ACCEPTANCE EMAIL AND SEMESTER SCHEDULE

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 non-profit that relies on the community support to sustain its programs.

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 a minimum 2-week period for all necessary paperwork and procedures to be finalized before being approved for internship with **Forge Evolution Teen Court**.*

*For any further questions/concerns regarding internship eligibility, please contact
BHS@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.

NAME

SIGNATURE

DATE

INTERN RESPONSIBILITIES

(MUST ATTEND ALL PEER PANELS & TRIALS)

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, 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 staff in with outprocessing document organization 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 staff in with outprocessing document organization 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



Colorado Springs
Teen Court

INTERNSHIP APPLICATION BASIC INFORMATION

Today's Date: _____

FIRST NAME:

LAST NAME:

BIRTHDATE:

GENDER:

RACE/ETHNICITY (CHECK ALL THAT APPLY): AFRICAN AMERICAN ASIAN CAUCASIAN HISPANIC NATIVE AMERICAN OTHER

ADDRESS:

CITY:

STATE:

ZIP:

CELL PHONE #:

EMAIL ADDRESS:

SCHOOL EMAIL ADDRESS:

CURRENT SCHOOL REQUIRING INTERNSHIP:

MAJOR:

HOW MANY HOURS ARE YOU REQUIRED TO COMPLETE FOR YOUR INTERNSHIP?

HOW DID YOU HEAR ABOUT FORGE EVOLUTION & THE TEEN COURT PROGRAM?

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

**Please return to
Forge Evolution:**

VIA EMAIL:
volunteer@forgeevolution.org

OR

Forge Evolution
P.O. BOX 2169
COLORADO SPRINGS, CO
80901-2169

QUESTIONS?
CALL OR TEXT
(719)475-7815



Colorado Springs
Teen Court

RELEASE

Authorization to reproduce physical likeness

As a volunteer with **Forge Evolution Teen Court**, I understand that photographs, video recordings, and/or recordings may be taken of me during my participation in program activities or events.

By signing this release, I hereby grant Forge Evolution Teen Court, its employees, agents, and authorized representatives the unrestricted right to: photograph or video record me; record my voice, statements, or performance; use these images and recordings in whole or part, for promotional, educational, or informational purposes including but not limited to - social media and website content, printed materials and brochures, media coverage, fundraising and community outreach, and public presentations or publications.

Please review the release statement below and indicate your permission by signing and dating the form.

I understand that my image and/or voice may be edited, copied, exhibited, published, or distributed and waive the right to inspect or approve the final product or any written copy that may accompany it.

I understand that I will not receive any compensation for the use of these materials.

This release is granted freely and voluntarily, and I understand that I may revoke my permission in writing at any time. Revocation will not affect any materials created or published prior to the date of revocation.

NAME (PRINTED)

SIGNATURE

DATE



Colorado Springs
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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.

*By singing, I agree that I have read the **Forge Evolution** Oath of Confidentiality and will uphold the requirements provided herein.*

NAME (PRINTED)

SIGNATURE

DATE



Colorado Springs
Teen Court

**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)

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 administration 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 seems appropriate including but 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 person references and workers' compensation records including any and all information including but not limited to the above Forge Evolution

Law enforcement agencies and other entities for positive identification purposes, require the following 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)

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.

FIRST NAME

MIDDLE NAME

LAST NAME

EMAIL ADDRESS

DRIVER LICENSE NUMBER

STATE

SOCIAL SECURITY NUMBER

BIRTHDATE (MM/DD/YYYY)

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, STATE

ZIP

COUNTY

DATE FROM

DATE TO

APPLICANT SIGNATURE:

DATE:

PROFESSIONAL APPEARANCE IN OFFICE POLICY

As representatives of Forge Evolution and *professionals working in the courthouse*, it's essential that we present ourselves in a way that reflects our commitment to being positive remodels to our youth. This helps set a strong, positive example for the youth who volunteer with us and those participating in our programs.

During normal business hours and classes, it is expected that you dress in business casual attire and ensure your hair and personal hygiene are well-maintained.

Please review the standards below

Adherence to our standards

- Hair: Clean, neatly styled, and not obstructing vision or posing a safety hazard.
- Nails: Clean, neatly trimmed, and not excessively long.
- Facial Hair: Well-maintained and groomed, with specific length restrictions in some cases.
- Hygiene: Regular showering, deodorant use, and attention to oral hygiene.
- Fragrances: Use of perfumes and colognes should be minimal and not offensive to others.

By singing, I agree that I have read the Forge Evolution Professional Appearance In Office Policy and agree to uphold the standards outlined above

NAME (PRINTED)

SIGNATURE

DATE

DRESSING FOR PEER PANELS



General

Clothing should be clean and not revealing or distracting.

Professionalism

Clothing should be appropriate for a professional environment and avoid anything that could be considered distracting or unprofessional.

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**

FOR MEN

- Suit or blazer with gray, navy or black dress pants
- Dress slacks, chinos, khakis, collared shirts (including polo shirts), sweaters
- Dress shirt
- Tie in a solid or simple pattern
- 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

FOR WOMEN

- Navy or dark color suit or blazer, sweater, dark color skirt, or pants are acceptable.
- Dress slacks, skirts, blouses, sweaters, dresses, and closed-toe or dress shoes
- 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**)
- 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

Not Acceptable Attire

T-shirts, sweatshirts (only during classes), clothing with holes or tears, halter tops, spaghetti straps, tank tops, mini-skirts, or short skirts, clothing that is too tight, too small, sheer, or otherwise revealing or provocative, flip-flops, beach shoes (during classes)

Other acceptable items:

Casual slacks, dark wash jeans (without holes or fading), and dress sandals (during warmer months) are sometimes permitted.