FOR INDIVIDUAL COMMUNITY SERVICE VOLUNTEERS

In order to request transportation reimbursement, you must first
1. Complete this form and return it to Civic Engagement
2. Provide Civic Engagement with a letter from your supervisor at your host organization confirming your role as an unpaid intern or volunteer.

Student’s Information
Name ________________________________________________________________
Student ID _________________________
Class Year _________________________
Email Address _______________________________________________________
Major __________________________________________________________________

Host Organization’s Information
Organization Name _____________________________________________________
Organization Address _________________________________________________
Supervisor’s Name ___________________________________________________
Supervisor’s Title _____________________________________________________
Supervisor’s Email Address _____________________________________________

How many hours will you be volunteering per week at the organization? _________________

How will you travel to your site? __________________________________________
Example: SEPTA, personal vehicle, rideshare service

How did you learn about this volunteer/internship opportunity? ______________________________

What is your responsibility at the organization? ________________________________

This internship or volunteer opportunity is unpaid.
___ Yes  ___ No
Note: only unpaid internships/volunteer opportunities are eligible for transportation reimbursement.

Form continues on reverse
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Which issues you will be working with at your organization? (Select all that apply)

___ At risk youth
___ Health
___ Environment/Sustainability
___ Children and Youth
___ Seniors/Older Adults
___ Women’s Health/Reproductive Rights/Maternal Health
___ Education
___ Food Insecurity/Hunger
___ Housing/Homelessness
___ Special Needs
___ Addiction/Substance Abuse
___ Human Trafficking
___ Election/Voter Registration
___ Research/Data Science/Assessment/Coding
___ Economics/Financial Literacy/VITA (Volunteer Income Tax Assistance)
___ Activism/Organizing
___ Domestic Violence/Sexual Assault
___ LGBTQ+ Issues/Outreach
___ Other ___________________________________________

Have you had previous experience with this type of work or organization?

___ Yes  ___ No

Was an orientation provided to you by the organization?

___ Yes  ___ No

Would you like to meet with a Civic Engagement staff member to discuss options like Praxis, Community Based Work Study, and/or summer internships as a way of continuing your work in this/these interest areas?

___ Yes  ___ No

Please circle one rating for each item regarding your goals as related to your volunteer internship experience: (1 – 4 scale= Strongly agree, agree, disagree, strongly disagree)

I hope to experience personal growth as a result of this experience.  1  2  3  4
I hope to connect this experience with my academic field of study.  1  2  3  4
I hope to address a community need through direct service with this organization.  1  2  3  4
I hope to increase my knowledge and understanding of the local community and its challenges and assets.  1  2  3  4

Questions about travel reimbursement for individual volunteer service? See our policies here:
https://www.brynmawr.edu/career-civic/student-funding-and-resources/transportation-reimbursement
Still have questions? Email Lisa Armstrong at ljarmstron@brynmawr.edu