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       ___ Addiction/Substance Abuse
___ Health       ___ Human Trafficking
___ Environment/Sustainability       ___ Election/Voter Registration
___ Children and Youth       ___ Research/Data Science
___ Women’s Health/Reproductive Rights/Maternal Health       ___ Activism/Organizing
___ Education       ___ Economics/Financial Literacy/VITA
___ Food Insecurity/Hunger       ___ Domestic Violence/Sexual Assault
___ Housing/Homelessness       ___ LGBTQ+ Issues/Outreach
___ Special Needs       ___ Seniors/Older Adults
___ 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
If Yes, check all that apply:
_____ Community Based Work Study
_____ Summer Internships
_____ Continuing Volunteer experience
_____ Praxis

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