

Code of Conduct

BRING THIS SIGNED FORM TO ORIENTATION WITH YOU.

Thank you for supporting choosing to serve with John & Vera Mae Perkins Foundation(JVMPF). As we partner together in Christian service, we strive to create a safe, respectful environment where each individual can grow in faith. We want everyone to have a positive JVMPF experience, so we ask each participant to follow this Code of Conduct.

Please study the Code of Conduct before you come to JVMPF. We ask each person to commits to safe and respectful behavior. We also ask each person to follow the rules to maintain safety, punctuality, and respect. These specific rules will be shared at orientation after you arrive and they include restrictions on cell phone usage and safety on the worksite.

1. JVMPF dress code is loose-fitting unaltered t-shirts and loose fitting shorts, ***no shorter than three inches above the knees regardless of your height.*** Close-toed shoes must be worn on mission project worksites. Undergarments should not be visible and clothing should be properly fastened. We do not allow tank tops, spaghetti strap shirts, halter tops, tube tops, or two-piece bikini bathing suits. When swimming, women must wear a modest one-piece suit or a tankini- style suit that covers the torso and midriff (front, sides, and back); men must wear t-shirts when not in the swimming.

2. JVMPF does not permit the use of alcohol, or other drugs at the JVMPF host facility or any associated JVMPF activities.

3. JVMPF asks each participant to be respectful of other people, other groups, and JVMPF staff. JVMPF does not permit offensive language or profanity; behavior that interferes or threatens camp activities; behavior that threatens the health or safety of another person; or pranks that harass another person or damage property. Individuals or groups will be held responsible for destruction or damage to property.

4. JVMPF discourages public displays of affection and discourages students from isolating themselves

from their group, adult leaders, or group activities. Sexual advances and verbal or physical conduct of a sexual nature is not permitted.

By signing this document, I agree to review these policies with all participants, parents, and leaders. I also

commit myself and each member of my group to abide by this Code of Conduct. I agree to cooperate with the Group Leaders to resolve any issues in a timely manner.

Name(Please print)

Signature

Address _____

Date _____

College/Church/Organization Name _____



John & Vera Mae Perkins Foundation

2017 INTERN SUMMER APPLICATION PACKET

1831 Robinson Street, Jackson, MS 39209 Phone:(601) 238-2073
Website: www.jvmpf.org Email: MzElizperk@gmail.com

Dear Applicant,

John & Vera Mae Perkins Foundation(JVMPF) offers a 8-week (May 28- July 22, 2017) summer internships to college sophomores, juniors, seniors and graduate students designed for those who have decided on careers in community development, education, social work, communications, theology and law.

JVMPF offers a summer of demanding work and high standards in education and social justice. The *summer* interns at JVMPF will participate in the *Perkins Internship Program*.

Thank you for your interest in JVMPF Program. We hope the information in this packet will answer most of your questions about our summer internships.

If you wish to apply to our internship program, please visit our website at www.jvmpf.org

Again, thank you for your interest in JVMPF Summer Internship Program. If you have questions, please call (601) 238-2073 or email Elizabeth at MzElizperk@gmail.com

Blessings,

V. Elizabeth Perkins
Co-President

Summer Internship Information

Our eight-week summer internships are cross-cultural urban ministries that take place in Jackson, Mississippi. Interns work, live, and worship in the neighborhood. Our comprehensive community development ministries focus on areas economic development, youth programs, family training, and other basic felt-needs; interns will have hands-on experience in these ministries.

The Program is limited to 12 persons.

Orientation

Orientation for the 2017 Summer Internship Program begins Tuesday, May 30th. Summer Interns should arrive no later than 8:00p.m. Monday, May 29, 2017 Note: You must read at least two of the books on the suggested reading list before participating in the internship program. Suggested reading: *Dream With Me* (Available Feb.2017), *Beyond Charity*, *Let Justice Roll Down*, *With Justice for All*, *Restoring At-Risk Communities*, and *Talks My Father Never Had*. These books can be found on our website our Amazon.

Study

Interns participate in ongoing dialogue about assigned books, racial issues, and community living; daily devotions and weekly Bible studies for support, encouragement, and spiritual growth; and educational field trips that offer additional learning experiences.

Ministry Experience

Each intern is placed with a ministry project for seven weeks. Primary positions include youth camp ministry, housing, and information technology development. Intern skills and interests are matched as closely as possible with ministry needs. Through this practical experience, interns see daily ministry in action.

The main program for Summer Interns is our Summer Arts Camp. During this seven-week program 35 young ladies and gentleman (k-6th) from the Jackson community are involved in educational, spiritual and character building activities.

Community

Interns have opportunities for interaction with ministry staff and church members as they live and work in the Jackson neighborhood. There is a weekly "Fellows Fellowship Night", a gathering where interns meet with their leaders/mentors to share a meal.

Church Opportunities

Each Sunday you will have the chance to worship at New Horizon International Church or New Jerusalem, our local community church. *(Required)*

Housing

Interns live together in housing provided by the Perkins Foundation, which is located in the target neighborhood. The interns share bathrooms, a kitchen, and laundry facilities.

Transportation

There is public transportation in Jackson but most interns have found it best to have their own car or form of transportation. If you do have a vehicle we would suggest you bring it. Biking is another viable option however biking after-dark is not recommended.

Fees

The summer program fee is \$1,500.00. This includes a weekly stipend for food and personal living expenses and rent, John & Vera Mae Perkins Foundation Staff support. A \$400 deposit is required 60 days prior to the start of the program.

Note: It is and has been beneficial for interns to combine their food money.

Dress Code

We ask that our interns dress appropriately. During the week our dress is casual and shorts are permitted at work. Shorts no higher than 2-3 inches above the knees No spaghetti straps, halter tops, tank tops, booty shorts or low cut tanks, shirts/ blouses or a lot of skin showing. No t-shirts with inappropriate language or pictures or 2-piece swimsuits, Please bring some dress clothes (not just kaki pants and blue blazer)

Note: You will be asked to change your attire if you come to work dressed inappropriately.

Daily Work Schedule

8:00a.m.- 5:30p.m.

Parent pick-up begins at 4:00p.m.

Evening sessions day(s) to be determined: 7:00p.m. – 9:00p.m.

How to Apply

- Go to www.jvmpf.org to download our application form.
- Fill the application out completely
- Make sure you remember to attach your resume.
- References: Please have three references along with three letters of recommendation. Choose someone who knows you professionally (boss, manager), someone who knows you personally (friend, family member) and someone who knows about your spiritual walk (pastor, mentor).
- Include \$25.00 application fee
- Mail completed application packet:

John & Vera Mae Perkins Foundation
Attn: V. Elizabeth Perkins
1831 Robinson Street, Jackson, MS 39209

We reserve the right to dismiss you from the internship program if we feel that you are insubordinate, harmful to yourself and others or uncaring to the needs of the ministry.

Important: Each participant must have a signed "Release and Waiver of Liability" on file.

Please complete this form now in order to be considered. Print information in blanks provided.

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

John & Vera Mae Perkins Foundation and Waiver of Liability

This Release and Waiver of Liability (the "Release") executed on this _____ day of _____, 20____ by _____ (the "Volunteer") in favor of John & Vera Mae Perkins Foundation(JVMPF), a nonprofit corporation organized and existing under the laws of the State of Mississippi, USA, its affiliated organizations in other names, its, directors, officers, employees, and agents (collectively, the "Ministries").

I, the Volunteer/Tutor, desire to work as a volunteer John & Vera Mae Perkins Foundation, and engage in the activities related to being a volunteer for a work team. I understand that the activities may include but are not limited to, traveling to and from other cities and towns, consuming food and living in accommodations available and provided, working in the BCS/ NHM offices, summer program and possible construction-related activities.

I, the Volunteer/Tutor, hereby freely and voluntarily, without duress, execute this Release under the following terms:

1. **Waiver and Release.** I, the Volunteer/Tutor, release and forever discharge and hold harmless the JVMPF and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my work for JVMPF .
2. **Insurance.** I, the Volunteer/Tutor, understand that, except as otherwise agreed to by the JVMPF in writing, JVMPF does not carry or maintain health, medical, or disability insurance coverage for any volunteer.
3. **Medical Treatment.** Except as otherwise agreed to JVMPF in writing, I hereby release and forever discharge JVMPF from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my time with JVMPF.
4. **Assumption of Risk.** I understand that my time with the JVMPF may include activities that may be hazardous to me, including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, and local transportation to and from the work sites. So, I recognize and understand that my time with the JVMPF may in some situations, involve inherently dangerous activities. I also understand that in addition to consuming local foods and living in accommodations, which are available at JVMPF, I may be traveling to and from locations, which pose risks. I hereby expressly and specifically assume the risk of injury, illness death or property damage resulting from the activities of my time with JVMPF.
5. **Photographic Release.** I grant and convey unto the JVMPF all right title, and interest in any and all photographic images and video or audio recordings made by JVMPF during my work for JVMPF , including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
6. **Other.** I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state of Mississippi in the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Mississippi. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

To express my understanding of this release, I sign here with a witness.

Intern/Volunteer/Tutor:

Name(Please print)

Signature

Address _____

Date

Witness: Name (Please print)

Signature

John & Vera Mae Perkins Foundation Reference Form

PLEASE PRINT CLEARLY

APPLICANT INFORMATION (to be completed by the **applicant** prior to distribution to the referrer)

Name: _____

To the Student: By placing an X in the box of this waiver, you are giving up your right under the Family Educational Rights and Privacy Act of 1974 to inspect letters of recommendation:

By submitting this reference request, I waive my right to review the information submitted by my references.

Signature: _____ Date: _____

REFERRER INFORMATION

The above named student is an applicant for John & Vera Mae Perkins Foundation(JVMPF) Internship Program. Please take a few minutes to complete the information and answer the questions below. Feel free to attach a separate sheet if necessary. Your input and prompt response is greatly appreciated. Please call (601) 238-2073 if you have questions. **Please return this form and a letter of recommendation on the institution's letterhead to:**

John & Vera Mae Perkins Foundation, Attn: V. Elizabeth Perkins 1831 Robinson St. Jackson, MS 39209

Name: _____ Email: _____

1. How long have you known the applicant, and in what capacity?
2. Please rate the applicant on the following:

Pease check the appropriate column:	Excellent	Good	Average	Below Average	Unable to Judge
General academic abilities					
Written expression Oral expression Social Attitude:					
Courteous Responsible Adaptable Flexible Able to work with others					
Emotional Stability and Maturity:					
Adjusts easily to new situations					
Emotional reaction to strain					
Able to maintain a positive attitude					

Accepts authority/Able to take direction					
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The intern will be placed in an environment that is culturally diverse. Participants will be living and functioning in community, and will be challenged culturally, physically, intellectually and emotionally.

3. In what areas or what ways might you foresee the applicant contributing positively to this environment?

4. What would be difficult for this applicant?

5. Please comment on the applicant's Christian faith. Include your knowledge of personal practices as well as evidences of how the applicant bears witness to their faith commitment.

6. Do you recommend the applicant? Yes Yes, with reservations (please explain) No

Please attach a letter of recommendation on letterhead.

I agree that all information submitted is accurate to the best of my knowledge of and experience with the applicant.

Referrer Signature: _____ Date: _____

Summer Intern Program FAQs

Q: How many summer internships does JVMPF offer?

A: We have approximately 8-10 openings.

Q: When can I expect to hear if I am selected for an internship?

A: Finalists, alternates and non-selectees will be notified by May 12, 2017.

Q: How does the selection process work?

A: Applications received by the deadline are screened for completeness and minimum qualifications 3.0 average, completion of 30 semester hours at the time of appointment. Those applications meeting the eligibility criteria will then be referred to a selection board which will identify 20 finalists and an appropriate number of alternates for further processing.

Q: Once I am notified that I am a finalist or alternate, what is the next step?

A: John & Vera Mae Perkins Foundation (JVMPF) will request that you complete pre-employment materials which include questionnaire for the background clearance investigation, polygraph, and psychological screening. We will also ask our vendor to schedule you for a drug screening test. **** You will not receive an official call until your security clearance is approved ****

Q: How long will it take to get a security clearance?

A: It varies depending on your particular background and the volume of clearances being processed. No more than 1 month.

Q: I am not available for the entire Summer Intern Program dates. Can I work other dates?

A: Interns may not start work before the formal beginning of the Summer Intern Program in early June. However, if you must start later than the official beginning of the program, you may work later in August to make up for time missed.

Q: What assistance will JVMPF provide in locating housing?

A: JVMPF will provide housing. Many of our interns live in a community house.

Q: What type of work will I do?

A: Intern assignments are based on entry level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor. Computer science majors may be involved in programming, web or database development or network administration. Assignments are not clerical in nature. Many of our interns will work in our awesome summer day camp. Those who major in elementary education, social work, psychology, childcare or who just love children will have a blast this summer.

Q: Can I earn academic credit for my internship?

A: Depending on your school's requirements, JVMPF will work with your institution to provide any necessary evaluation, etc.; Any written product for your institution must be cleared by your school or job.

Q: What hours will I work?

A: The workday at JVMPF is 8 ½ hours (1/2 hour uncompensated for lunch).

Q: Will I earn leave?

A: You will earn 4 hours of sick leave every two weeks, but you will not earn any vacation leave.

Q: Is my work location accessible by public transportation?

A: Yes, the locations in Jackson, the Jatran Bus system is available.

Q: Is there parking available?

A: Parking is available

Q: What will the first day of my internship be like?

A: You are asked to report to orientation at 8:30 a.m. in the conference room in the Antioch House. Specific instructions and directions will be in your final offer letter. A three day Orientation will begin that morning. Your days will consist mainly of meeting other interns, welcome to the program, orientation briefings and staff training.

Q: What is the dress code for the program?

A: During the week our dress is casual and shorts are permitted at work. Shorts no higher than 2-3 inches above the knees No spaghetti straps, halter tops, tank tops, booty shorts or low cut tanks, shirts/ blouses or a lot of skin showing. No t-shirts with inappropriate language or pictures or 2-piece swimsuits, Please bring some dress clothes (not just kaki pants and blue blazer)

Note: You will be asked to change your attire if you come to work dressed inappropriately.

Q: I am interested in permanent employment at JVMPF. Does JVMPF make offers of permanent employment to interns?

A: Based on its hiring needs, JVMPF will consider successful interns for permanent hire upon completion of the internship as applicable. Students who have up to a year of additional schooling to complete may be given conditional offers, pending graduation. **Permanent employment with the JVMPF is not a guarantee.**