

*Dear Augustinian Volunteer,*

*Welcome to our program as together we write another chapter in the history of the Province of St. Thomas of Villanova. We are proud to sponsor a program that will provide you with the unique challenges and opportunities to work in partnership with us in our ministries. Our hope is that we are able to share with you the challenges that come with living in community life. St. Augustine, an African bishop of the fourth century, provided the Augustinians with our own set of blueprints called the Rule. It was intended to help us live our lives simply and interdependently upon one another as Christians. Based on Gospel values, we try to live in accordance with that Rule.*

*As Augustinian Volunteers, we do NOT expect you to live as the Augustinians do. What we do expect is that you share in the ideals that come with a simple lifestyle, sharing your goods and services with each other in a community life setting, while living a life that reflects the Gospel and our shared Christian heritage.*

*Outlined in this booklet are the policies and procedures that will help you to follow the guidelines of our program and help us to provide you with a safe and healthy environment that will hopefully challenge you to grow.*

*These pages are designed to cover the necessary areas that a program such as the Augustinian Volunteers will encounter. They are meant to provide boundaries just as the Rule of St. Augustine and the Gospel provides us with boundaries in order to live our lives as followers of Christ.*

*Please read these pages carefully. In the rare case that certain policies are overlooked or abused, then we have in place a procedure to handle these situations. Once you have read and feel you understood these guidelines, please sign the Augustinian Volunteer Acceptance Form. This implies that in good faith you will participate fully in the program outlined. If for any reason you feel unable to fulfill the requirements of the program please let us know as soon as possible.*

*Thank you for your willingness to become an Augustinian Volunteer. May the Lord continue to strengthen your spirit of generosity that has brought you to this decision.*

*Sincerely,*

*Father Joseph S. Mostardi, O.S.A.  
Director of the Augustinian Volunteers*

## **Augustinian Volunteers Mission Statement**

**Augustinian Volunteers** are Catholic men and women who wish to serve God's people in partnership with the Augustinians

and others. The work of the volunteers is with established educational, social, and health service programs and varies according to the needs of the sponsoring site and the individual volunteer. The experience of the Augustinian Volunteers is designed to facilitate a person's desire to serve others. It is also focused on the volunteer's personal and spiritual development in the Augustinian tradition. By building and living in community with other volunteers and by sharing in the life of local Augustinian Communities, it is hoped that the life of the Augustinian Volunteers will be enriched as they enrich the lives of others.

## **STATEMENT OF INCORPORATION**

The Augustinian Volunteers is a not-for-profit corporation registered in the Commonwealth of Pennsylvania. Any questions or concerns related to this corporation are to be directed to the **Augustinian Volunteers**, 259 N Lawrence St., Philadelphia, PA 19106, (215) 627-1316.

This booklet is designed to provide policies and procedures for both the volunteers and the volunteer program. Due to the growth and expansion of the program this booklet is subject to change. Once the volunteers have begun their term of service they will be informed of any policy or procedural changes that need to be made. A revised copy of **Blueprints for Success 2006-2007** will be given to each volunteer at orientation.

## **TERM OF SERVICE**

In this document the expression "**term of service**" will be used frequently. This refers to the length of time that each volunteer will be officially in the program. The official dates for your term of service is August 23, 2006 until August 31, 2007. These dates include ten months of on-site service and two months of off-site service at which time each volunteer is living on his/her own but available to the program director and other office personnel for consultation, evaluation and follow-up information when and if necessary. Using the above dates allows us to be part of the twelve month benefits package available to all volunteers. **By committing to our program you are committing to a ten month on-site service contract renewable for a second ten months and two months of off-site service.**

## **COMMUNITY COMMITMENT**

*"The main purpose for your having come together is to live harmoniously in your house intent*

*upon*

*God with one heart and one soul" Rule of St. Augustine*

As an Augustinian Volunteer you will be asked to make a commitment to certain guidelines that will regulate the life of the volunteer communities during your time in the program. This will include the adherence to the directives that are outlined in this booklet as well as:

- a commitment to a simple lifestyle
- a desire to grow personally, spiritually and emotionally
- a willingness to live and work among God's people, especially the poor and marginalized
- an openness and willingness to participate in prayer
- a desire to live with others who share these values
- an openness to learning more about issues of justice and peace
- a commitment to share yourself to build up the life of your AV community

Your life together will hopefully be a source of strength and companionship. Your community should become an example to others of how those centered on God can live in harmony.

## **PROBLEM SOLVING**

*"Yours is the greater blame if you allow your brother or sister to be lost through your silence when you are able to bring about their correction through your disclosure." Rule of St. Augustine*

Community life is not easy. It takes time and patience to develop a bond with each other. Therefore, as Augustinian Volunteers, you will strive to live together in harmony. If, in fact, problems arise, you should attempt to sensitively and compassionately deal with each issue so that tension, anger and anxiety do not grow within the individual or the community as a whole.

If, in fact, communities cannot arrive at a peaceful solution on their own, then the local site supervisor should be called in to facilitate a discussion that might lead to reconciliation.

On the rare occasion that reconciliation is not possible, then the procedures for termination or dismissal from the program may have to be implemented. Should this occur then the site supervisor(s) and the program director should work together before any final decision is made.

## **ON-SITE REQUIREMENTS**

All volunteers are required to use their on-site address as their permanent address. This will take effect at the beginning of orientation, which is August 23, 2006.

Each volunteer who will be driving vehicles during his or her on-site service will be required to obtain a driver's license from the state in which he or she will be living. The program will pay for the new driver's license at the beginning of your term of service, as well as at the end of your term of service **if you are moving back to the state of which your original license was issued**. Each volunteer will be required to obtain a new license within 30 days of arriving at his or her placement sites.

## ***DATING POLICY***

Augustinian Volunteers are not permitted to date other members of the program with whom they live during their term of service. Dating not only affects the life of the volunteers involved but the community and work sites as well. Serious relationships that might lead to dating and intimacy are strongly discouraged. If a situation arises where members of a volunteer community feel the need to date, then consultation with both the local supervisors and the program director should be established for the well-being of all involved.

Intimate relationships outside the community that did not exist prior to your term of service are also discouraged. The mission and purpose of the Augustinian Volunteers is to live in community with others and to be present to them as well as to be of service to the poor. Serious relationships can hinder the volunteer's ability to responsibly fulfill the mission of the program. The community is designed to act as the major support system for you during your time together.

Serious relationships that exist prior to your term of service must be handled responsibly and realistically. We fully understand that relationships of this kind may exist and as a program we will try to support any volunteers who comes to us already involved in a serious relationship. Our program is not designed to hinder the growth of such interpersonal relationships. Yet, there needs to be boundaries for such relationships for those who commit themselves to the program. These boundaries would put limits on the number of times an individual volunteer could have the same person visit them during their term of service (once a semester). We fully expect that our volunteers will also adhere to a code of moral conduct when visitors of this nature are sharing in the everyday life of the community. Under no circumstances are you permitted to have *boyfriends* or *girlfriends* visit on a regular basis. Under no circumstances is co-habitation permitted in the volunteer community. This is not only an inconvenience to the community as a whole but impedes the ability of the volunteer to give of him/herself totally to the program. Except for immediate family members, guests should not visit in, or be housed, in members' bedrooms. There should be no conduct on or off site by which one member or their guests give offense to another member, particularly if the conduct could be construed to be of a nature to be sexually harassing or to constitute a hostile

environment. Any difficulties of this type should be immediately brought to the attention of the site supervisor.

Please consult the visitation policy for the regulations surrounding family and friends who desire to visit during your 10 months of on-site service.

### **TRAVEL POLICY**

*"We know we are traveling together.... There is only one goal and we are all anxious to reach it, some at a slow pace, and others more quickly." St. Augustine--Sermon*

St. Augustine teaches us that the building up of our own community is our first priority. Therefore, all volunteers should be attentive to the needs of each other during the program and the importance of being present to each other throughout your time together.

Travel during the program is not encouraged unless it is part of the overall experience. Travel outside the designated vacation periods is strongly discouraged since it affects the life of the community as a whole.

Each Augustinian Volunteer is responsible for travel costs to the orientation program. If this cost is prohibitive for the volunteer, arrangements can be made for travel assistance. The AV program will be responsible for the following travel arrangements:

- from orientation to the community site in which each volunteer will be living
- to and from work-related activities
- to and from community-related activities
- to and from any workshops or retreat experiences held during the program
- from the community/work site at the end of the program to your home, unless otherwise agreed upon when such arrangements are being made
- financial assistance may be available to the volunteer if there is a family emergency such as sickness or death of an immediate family member which would include parents, siblings, grandparents, and nieces or nephews or if there is a wedding in your immediate family
- to the extent possible under the circumstances, travel arrangements will also be provided if there is a national emergency and the safety of the volunteers are in question

Each volunteer will be responsible for the following travel arrangements:

- to the orientation program which will begin in late August 2006 – site to be determined
- to and from the community/work site at vacation periods if monies

- provided are not sufficient for your desired means of travel
- at all other times during the program that are not stipulated in the above travel policy
- if you are dismissed from the program for disciplinary reasons or if you chose to terminate your term of service prior to the approved ending date

## **TRANSPORTATION**

If a car or cars are provided for community use then it is to be used for that purpose only. Expenses for such a vehicle will be provided by the program. No one is permitted to have their own car during the term of service. Transportation to and from the work site will be provided by the program. Personal transportation for recreational activities or other events should come from your personal stipend unless they are community activities.

## **VACATIONS**

Volunteers are expected to be part of the program full-time during their on-site term of service, that is, from August 23, 2006 until July 1, 2007. Your responsibility to your work site and your community should always come first. During this ten-month period of on-site service certain vacation periods will be provided by the program. Some work sites may be closed at other times due to school vacations and holidays. If your work site happens to provide you with additional vacation time it is not intended as time for you to travel home, but instead we ask that you stay onsite with your community and either find other service opportunities or spend the time exploring the city in which you live. No one is permitted to ask for time off over and above the time allotted to you by your work sites.

**The volunteers are given time off during Thanksgiving, Christmas and Easter. For Thanksgiving, we strongly request the volunteers spend the holiday weekend together as a community and do not go home. At Christmas, the volunteers will get vacation time at home that will last at least a week long and will be followed by mid-year retreat. Around Easter, many volunteers will receive a week off because their worksites will be closed (however, if your worksite is open you will only have Good Friday, Holy Saturday and Easter Sunday off). You are welcome to use that time to travel home at your own expense or spend the time with your community taking advantage of the cultural experiences and activities your city has to offer.**

Weekend work may or may not be required by your work site. If weekends are free, volunteers are free to travel at your own expense but this is discouraged since it should be time well spent with your local community. Volunteers are to always notify the main office if you are traveling away from the site for any reason whatsoever.

In accordance with the Augustinian Volunteers program each volunteer is expected to work approximately 1700 hours during the course of their ten months of service. That means you will be working 45 to 50 hours a week given the above mentioned vacation periods and two weeks for both orientation and retreat experiences. Vacation time may also be qualified by way of your work-learning contract. Certain work sites may require a volunteer to be present during vacation periods. Other vacation arrangements may be made if this is the case.

## **VISITATION POLICY**

*I do confess that I cast myself without reservation on the love of those who are especially close to me, particularly when worn out by the upsets of the world. St. Augustine, Letter 73*

One of St. Augustine's tenets for community life is hospitality. We encourage our volunteer communities to share what they have with others but given the size and space of each community, housing and feeding of guests may not always be possible or appropriate. Guests should never show up unannounced. Visitors are never to interfere with the volunteers work schedule. Under no circumstances should the volunteers re-arrange your work schedule to accommodate visitors. **All volunteers who are planning on having guests stay with the volunteer community are required to clear their guests with the volunteer office at least one month prior to their guest's visit. Therefore, no visits can be arranged prior to orientation.** Volunteers are reminded that family and friends are not to use their houses and apartments as vacation destinations, as this will encourage too many guests and take away from the community life.

**The volunteer is under no circumstances allowed to have visitors (this includes visitors who are not staying with the community) or make any plans (work or personal related) during a site visit from the Augustinian Volunteers office.** If there is a work related conflict the volunteer should notify the Volunteer office immediately.

## **FINANCES**

*"Therefore, call nothing your own, but let everything be yours in common." Rule of St. Augustine*

St. Augustine reminds us that when we live in community we should keep all things in common.

The goal of the Augustinian Volunteers is that the life of the volunteer is enriched while you enrich the lives of others. Living in community with others who share all things in common is the basis for good Christian community.

All basic necessities as determined by the program will be provided to each local community not equally but according to their needs. This too is a basic premise of Augustinian life. Geographic location and cost of living indexes effect the amount of money needed to support a community. Each community will establish a treasurer to care for the common goods. An allotment of money will be set aside for each community monthly for both house and personal expenses. It becomes the obligation of each community to use this money wisely. The ideal is that each community learns the value of simple living. Cost cutting, especially in terms of food shopping and meal preparation, is a necessity.

Telephone usage and access to the internet for the purpose of email will be provided to each community on a limited basis. The AV reserves the right to monitor e-mail and internet usage. Use of the internet to access information or material, the possession of which is in violation of civil or criminal law is strictly prohibited and may be grounds for dismissal from the program. The possession of certain material in violation of criminal law could result in imprisonment even for first time offenders.

**The only debts that you are permitted to have upon entrance into the Program in late August of 2006 are educational loans.** All information regarding these loans is to be carefully documented. You will be provided with letters that will defer the loan payments until your term of service has ended. Special treatment of educational loans will be dealt with during the orientation program. Ideally, no one should receive money from another source during your term of service unless it is to supplement your vacation travel allowance. Any monetary gift received at the work site for services rendered over and above site support is to be deposited into the community account to help defray the cost of the program.

No one is permitted to obtain a salaried position during your term of service. This will not only jeopardize your role in the community and the program but it will negate your status as a full time volunteer, thereby requiring you to begin paying off your educational loans immediately.

## **TAXES AND BENEFITS**

*"You have received without paying; you must give without charge." Matthew 10:8*

As a full-time volunteer, your benefits which include room, board, transportation, a weekly stipend and health insurance are not considered taxable income. Since your status is that of a volunteer and your living expenses are for the benefit of the program, the program is not responsible for the payment of income tax, social security tax or medicare during your term of service.

## ***HEALTH INSURANCE***

As part of the application process each volunteer was asked to submit both a personal health form and a recent medical report from a qualified physician. Viable community life and service among the poor require good health and well being. Volunteers are encouraged to maintain their good health and nutrition during their term of service. Anyone who becomes ill or injured due to a community or work-related activity will be cared for pursuant to the insurance program we have arranged with United Health Care and in accordance with the benefit booklet which you will be given; or, if applicable, the Workers Compensation laws of the Commonwealth of Pennsylvania or the state in which injury occurs. Any work related injury must be reported to the site supervisor immediately. Anyone who becomes ill or injured due to abusive behavior to themselves in regards to their health or well being could be asked to leave the program. Community members are strongly encouraged to seek counsel from your site supervisors or the program director if anyone in your community exhibits health or well-being problems. If a volunteer exhibits continual poor health or is engaged in abusive behavior, the program director has the right to intervene to insure proper health care treatment. Circumstances surrounding the volunteer's termination could determine the eligibility for continued health insurance coverage.

The Augustinian Volunteer program will provide health insurance through United Health Care Insurance program and in accordance with the terms set forth in the booklet which you will be given and for covering any medical deductible for ongoing medical costs. This coverage will begin September 1, 2006 and end August 31, 2007. The added two-month coverage will allow each volunteer the opportunity to find gainful employment so to secure coverage on your own by August of 2007. The health insurance plan is designed to cover the volunteers throughout their entire term of service with our program. During off-site service (July and August 2007) volunteers are responsible to pay any health care costs or co-payments not covered by the insurance policy. All health insurance matters are to be taken care of responsibly and in a timely manner by the volunteers themselves. The office staff is available to assist in these matters. If the volunteer fails to handle his or her own health insurance claims as directed by the program, the cost of any medical attention received could then be charged to the individual volunteer.

If health insurance coverage should become a problem due to false, deceiving, neglected or misleading information that was provided by the volunteer or physician during the application process, then a reassessment of the volunteer's status in the program and coverage by the insurance program will take place. All volunteers are required to submit a certificate of coverage from your prior insurance carrier to the volunteer office by July 1, 2006.

Our health insurance plan does not cover dental. These added programs of coverage are not available to us due to the brief period of time that our volunteers are with the program. All volunteers are required to go to their family dentist prior to the beginning of their term of service to avoid any unnecessary dental costs during the program. The program will not cover dental costs unless it is due to a work related or community related injury or a dental emergency.

The Augustinian Volunteers is a faith-based program in the Roman Catholic tradition, this means that our program supports the teachings of the Catholic Church in regards to the dignity of the human person and respect for human life in all its forms. Therefore, the program will not pay for the use of prescription birth control medication that is not directly related to the health and well-being of an individual volunteer as prescribed by a qualified physician. Nor would a volunteer be permitted to seek compensation from the program or our insurance carrier for an abortion.

### ***ACCIDENTAL INJURY***

Proper care for yourself and the lives of others are of utmost importance during your volunteer experience. Accidents do happen and if anyone is hurt during their term of service care will be provided in accordance with the terms of the insurance program and workers compensation laws, if applicable. Please be cautious both at home and in the work site to avoid accidental injury. If you are involved in any accident you must fill out a written report as soon as you are able. This report is to be submitted to the site supervisor(s) and a copy sent to the director of the program.

### ***COMMUNITY RELATED INJURY***

If you are hurt in any way during your time at the community site, get immediate medical assistance. Ask someone to contact your site supervisor(s) to report the accident at once. If you are involved in an accident in which someone else is hurt get immediate help for them and contact your site supervisor(s) to report the accident at once. A full written report should be sent to the program director.

### ***AUTOMOBILE RELATED INJURY***

If you are involved in an automobile accident, **contact the local police at once and fill out a police report regardless of injury or damage.** For both your protection and the protection of the program and anyone else involved you should never leave the scene of an accident without a police report and without securing the name and address and insurance information of all persons who were in any vehicle involved. The same is true with regard to any pedestrian involved and the owner of any property which may have been damaged. If

injury is serious, immediate medical treatment should be sought. Please carry proper identification with you at all times, as well as the insurance identification card which you will be given at the beginning of the program. Notify the volunteer office immediately of any accident that occurs, regardless of injury or damage.

## **WORK RELATED INJURY**

The procedure for work-related accidents will be carefully spelled out in your work-learning contract. Please follow these instructions if you or a co-worker are injured on the job. Since you are not considered employees at any work site, Workers Compensation MAY not apply to Augustinian Volunteers. You are not employees of the Augustinian Volunteers. If an injury leaves you unable to work, we will provide such assistance as we may be able under the circumstances.

## **WORK-LEARNING CONTRACT**

*We search for God in order to find him with greater joy,  
and we find him in order to keep searching with greater love. St. Augustine--On the Trinity*

Each Augustinian Volunteer will be given a work-learning contract for each site at which he or she will be working regardless of the number of hours. This contract will carefully stipulate:

- the duties of the volunteer
- the volunteers relationship to the site
- the responsibilities of the site toward the volunteer
- the responsibilities of the volunteer toward the site
- the responsibilities of the site supervisor toward the volunteer
- the responsibilities of the site toward the program
- Procedures for accidental injury

## **DISMISSAL POLICY & PROGRAM TERMINATION**

Ordinarily, should a volunteer's term of service end early, whether it is on the individual's or the program's initiative, two weeks notice must be given to all parties involved.

In cases where circumstances force the volunteer to leave before this two-week period, then the program director should be contacted at once to determine the best set of arrangements for the volunteer, the community and the work site.

If an early departure is the volunteer's decision, the volunteer will pay costs for transportation home. (see Transportation)

If termination is from the work site only, the volunteer should first discuss this with the site supervisor and the work site supervisor to discuss ways of possibly improving the existing situation. If it is then decided that the volunteer should leave the work site for the good of the volunteer and the site, another work site should be found as soon as possible for the volunteer.

If termination is due to community conflict and/or other policy or procedure abuses, then the volunteer would have to leave the program for the good of all involved.

## ***DRUG AND ALCOHOL POLICY***

The Augustinian Volunteers offers men and women an opportunity for a simple lifestyle within a community atmosphere. The program will also provide each volunteer the opportunity to work among the poor and marginalized. We recognize that alcohol and other illegal substances continue to be a destructive force in families and communities around the world. Therefore, we ask that serious reflection be taken in terms of alcohol use.

- Being in possession of or under the influence of Alcoholic Beverages on work property is strictly prohibited. A BAC of .02 will constitute being under the influence of alcohol for purposes of program work sites.
- Drug related offenses pursuant to the Drug Free Workplace Act of 1988 prohibit the unlawful manufacturing, distributing, dispensing, processing or using of a controlled substance in the workplace. This same principle applies to the life of the Augustinian Volunteer outside the workplace.
- All Augustinian Volunteers will be aware of, reflect upon, discuss among themselves, and act responsibly with respect to use of alcohol.
- Any Augustinian Volunteer who decides to drink alcohol will abide by acceptable societal norms for safe and responsible drinking. Drinking which impairs judgement or conscience is unacceptable behavior.
- **Under no circumstances is an Augustinian Volunteer to drive any vehicle if he or she is under the influence of alcohol, no matter what the quantity. So it is clear and not misunderstood any BAC reading of .01 or higher prohibits your operation of a vehicle. Standard scientific information indicates that the average person will have a BAC of .03 after the consumption of one 12 oz can of regular beer, or one 5 oz glass of regular wine, or a 1.5 oz of such liquors as whiskey scotch, gin, vodka or the like. The normal person can excrete from their system only one standard drink of alcohol an hour. Please be careful of when, where and how much you drink if you do drink alcohol.**
- Any Augustinian Volunteer who abuses alcohol or any other drug or illegal substance that is destructive to him/herself and/or his/her community will be asked to agree to an assessment and to enter into

substance abuse counseling if necessary. Abusive behavior of any kind is not in keeping with the mission of the Augustinian Volunteers and may be grounds for dismissal from the program if such behavior is not treated or stopped.

Failure to abide by the above norms and policies may result in disciplinary action, including termination from the program.

### ***SMOKING POLICY***

All Augustinian Volunteer communities are smoke free. Smoking is permitted outside the house or apartment. Volunteers are expected to properly dispose of all cigarette butts and to clean up after themselves. Community money may never be used to purchase cigarettes, cigars or pipe tobacco. Work site rules regarding smoking are to be observed.

### ***SEXUAL HARASSMENT POLICY***

It is the policy of the Augustinian Volunteers that all volunteers and staff are responsible for ensuring that both our communities and work environments are free from sexual harassment.

Because of the program's strong disapproval of offensive or inappropriate sexual behavior at work or at home, all staff and volunteers must avoid any action or conduct that could be viewed as sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature or engaging in conduct which creates a hostile work or living environment. Anyone who has a complaint of sexual harassment by anyone, including staff and volunteers should bring the problem to the attention of either the site supervisor or the director of the program.

All complaints will be handled with the utmost discretion. Special privacy safeguards will be applied in handling sexual harassment complaints. Every effort will be made to keep the privacy of the charging party and the person accused of sexual harassment confidential. The program office will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures when justified to remedy all violations of this policy. Retaliatory conduct apparently directed against a person because they made a complaint of sexual harassment will not be tolerated. When applicable the AmeriCorps grievance procedure may be employed in addressing a problem of this type.

### ***CRIMINAL BACKGROUND CHECK***

Due to the nature of the work of our volunteers, a criminal background check is required by law for many of our work sites. Also due to the nature of our program

and the living situations which it entails, we require that ALL volunteers have a criminal background checked completed by the volunteer office prior to orientation and depending upon the results may be excluded from the program. Given the sensitive nature of such inquiries the program office will conduct this confidential investigation and maintain all documentation. *Prior to their acceptance, all volunteers are expected to disclose any information regarding any past criminal activity* that would prevent them from fulfilling their obligations as an Augustinian Volunteer. If this investigation produces information that would hinder a volunteer from performing his or her assigned duties then he or she may be terminated from the program. The decision to terminate any volunteer from the program on account of the results of a criminal background check, the disclosure of past criminal activity, the commission of a crime during a volunteer's service, or the commission or participation in an act that calls the program into disrepute may, in the sole discretion of the Director, result in a volunteer's termination from the program. Where criminal conduct is alleged, but has not resulted in conviction, the Director may require a change in work site and living arrangements

# Augustinian Volunteers

## Acceptance Form

\_\_\_\_\_ I decline my offer to be an Augustinian Volunteer.

\_\_\_\_\_ I accept my placement with the Augustinian Volunteers and have read and agree to comply with all of the policies and procedures stated in this *Blueprints for Success* manual.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*If you have decided to accept please include the following information in case it has changed since you filled out your initial application.*

### Address from June 1 until August 24, 2006

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Email Address

*(Please note if you will not have access to email during the summer)*

*Please return this form by **May 10, 2006** at the latest. If you have any questions before deciding, please contact the Office of the Augustinian Volunteers.*

259 N. Lawrence St., Philadelphia, PA 19106  
phone: 215-627-1316 e-mail: osavol@aol.com  
fax: 215-627-3911

