

INTERN APPLICATION

Please note; this application is for interns over the age of 18. If you are under the age of 18, please contact the Volunteer Services Department for further instruction.

Dear Potential Intern,

Thank you for your interest in an internship with Alternatives For Girls! Within the following pages you will find the paperwork necessary to apply for an internship. This paperwork includes:

- ✓ Basic Two Page Application
- ✓ Department Preference List
- ✓ Hours of Availability and Supervision/Internship Requirements
- ✓ Three reference forms (Please have the attached forms completed by your references.)
- ✓ Confidentiality Agreement
- ✓ Authorization and Release for AFG to obtain your criminal history report
- ✓ Authorization and Release for AFG to obtain your motor vehicle report
- ✓ Driver's pledge (Depending on your volunteer placement, you <u>may</u> be required to be an eligible driver. Please contact the Volunteer Department if you have any questions.)
- ✓ Vehicle usage form
- ✓ Central Registry Clearance Form (<u>Please take or mail this form to your local DHS; Department of Human Services; office</u>. If you have had one in the last three months, a copy is acceptable.) This is to verify that you don't have any child abuse or child neglect charges against you.
- ✓ A TB Test is also required. A voucher is available for you (upon request) if you do not have documentation of having been tested within the last year.
- ✓ List of Orientation Dates

All applications must be submitted at least 45 days prior to the potential internship start date, with the exception of fall semesters, which has a deadline of August 1. Applications will be accepted for review after the respective deadlines, however, priority will be given to students who apply before the deadline dates.

The TB Test is <u>not</u> required for submission by the deadline date. This will be requested upon acceptance of the internship. Please do not hesitate to contact our Volunteer Office for a more thorough explanation if something is not clear.

Paperwork can be submitted via email, fax, US Postal Service or by dropping them off to our front desk and requesting they be placed in the Volunteer Office mailbox.

Sincerely,

Jessica Rae Pate

Volunteer Services Manager Alternatives For Girls 903 West Grand Blvd. Detroit, MI 48208

Phone: (313) 361-4000 x248

Fax: (313) 361-8938

volunteering@alternativesforgirls.org

Application Checklist

Deadlines:

All applications are due <u>a minimum of 45 days prior to the desired start date</u>, with the exception of fall, where the deadline is <u>August 1</u>. Applications will be accepted beyond the deadline date, but priority applications will be those that meet the respective deadlines. Once reviewed, students will be notified of their internship acceptance.

Please note: Applying for an internship does not guarantee placement.

Please assure all items are included before submitting entire internship packet.

Internship Application

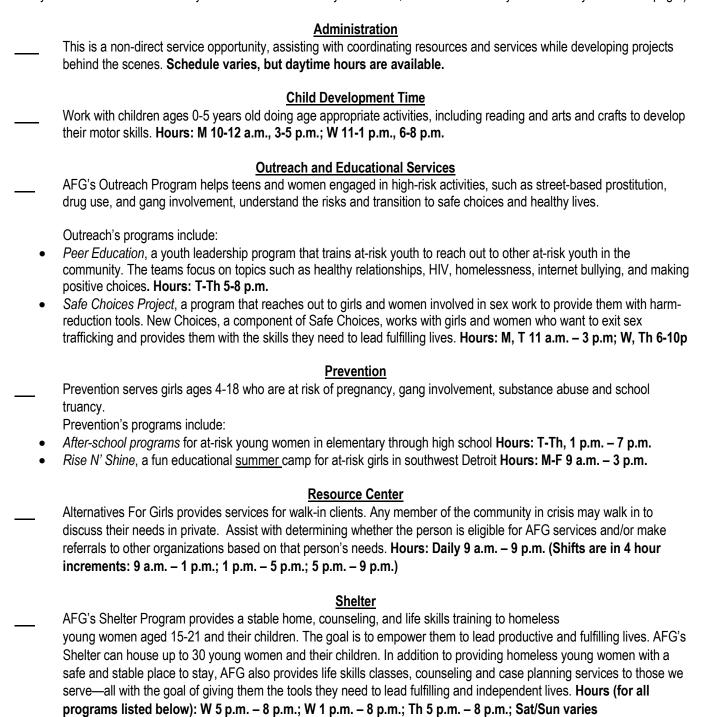
Resume
Department Preference List
Hours of Availability/Supervision and Internship Requirements
Three Reference Forms
Criminal History Report Authorization
Motor Vehicle Report Authorization
Central Registry Clearance

The items listed below are not required for submission by the application deadline but can be included. However, they will be required prior to internship start date.

TB Test

Department Internship Preference

(Please rate <u>only three</u> top interests using 1 as the highest interest and 3 for least interested. You can still select even if you are only available for some of the days listed and not all the days. However, be sure to indicate your availability on the next page.)



Shelter programs include:

- Stepping Stones, is designed for homeless and runaway young women ages 15-17 with the goal of family reunification
- Emergency Shelter, a program for homeless young women ages 15-21 and their children, with the goal of providing a short-term safe and stable environment until they can get back on their feet
- Transition to Independent Living, provides homeless young women with long-term shelter and life skills classes, case planning services, and counseling, with the goal of providing young women with the tools they need to be self-sufficient
- Aftercare, which provides continuing support to young women ages 15-21 that have moved out of our shelter as well as to youth who are homeless or are at risk of becoming homeless in the community

Alternatives For Girls' Internship Application

Name	Today's Date
Address	
City, State,	Zip
-	,r
	Gender
Home phone	Cell phone
	Can you be contacted at work? YesNo
Work priorie	Carryon be contacted at work: TesNo
Emergency Contact & Relationship to you	uPhone
	at AFG employees or members of the AFG Board of Directors? If yes, please
	cks. Have you been convicted of a crime (anything other than a minor traffic
Are there any felony charges pending aga	ainst you?
Driver's License #	Do you have your own transportation?
**Do you plan to drive for AFG?	If yes, do you chose to drive your personal vehicle?
Program, you are required to become an eligib	ernatives For Girls, or if you are applying to volunteer with our Street Outreach ole driver. This involves; signing the necessary paperwork included in this packet, and igible driver, you are not necessarily required to drive your own vehicle.
Race/Ethnicity	(for background checks only)
<u>Experience</u>	
(PLEASE COMPLETE THIS SECTION AND	STILL ATTACH A RESUME)
Current Job and/or School	clude the type of degree you are seeking.
Education/Special Training	
Volunteering	
Please list the languages you speak or re	ad or write (Including English)
Hobbies/ Special Interests	
Agency Information	
How did you find out about Alternatives F	for Girls (Please be as specific as possible)?
What personal, professional, experiential	l, or other skills and/or resources would you offer to AFG as an Intern?

What do you expect from your	internship experience?	
Have you been involved with a	an organization that serves girls and/or young women? If yes, in what capacity?	
References		
Please list the three reference	ces that you will give the reference forms to.	
Name	Phone	
Name	Phone	
Name	Phone	
	neet with and attend New Intern Orientation training with the Volunteer Services Mana o or volunteer service. I also understand that I must comply with all of Alternatives and during my internship.	
entity named in the appli	Girls to investigate all of the statements in this application and authorize any perso ication to fully explain the circumstances of my statements. I understand on of facts called for is cause for removal from the volunteer program.	
Signature	Date	
Office Use Only:		
following departments:	pleted all necessary paperwork and all clearances are in order. S/he is free to serve in the	
Prevention OES Other	_ Shelter/TIL Administration Support Ops Development_	
Staff Signature	Date	

Hours of Availability

Please note: The hours you are available to complete your internship will contribute to your acceptance and assignment placement. Should your hours change after acceptance, it may affect your assignment placement and/or acceptance award.

♦ Monday					
∛ Tuesday					
Wednesday					
♦ Thursday					
♦ Friday					
♦ Saturday					
♦ Sunday					
Goal(s):					
Please complete below only if you are					
School:		Degree be	ing sought:		
		Major:			
Internship Start Date:		Internship	End Date:		-
Supervision requirements: LMSW	LPC	Other:	Unknown	Not Applicable:	
Hours of internship required weekly:	Total hour	s required: _		_	
Other Guidelines or Comments: (Please completing it for college credit.)	provide a cop	oy of superv	ision/internship r	equirements from the s	chool, if you are

INTERN REFERENCE FORM

rn Name	<u>INTERNATE ENERGET ORM</u>
1.	What is your relationship to the applicant? Employer Pastor/Minister Professor Supervisor Colleague Other
2.	How long have you known the applicant?
3.	How would you rate the applicant in terms of his/her listening skills? (Circle one) 1 – Poor 2 – O.K. 3 – Above Average Comments:
4.	How would you rate the applicant's ability to verbally express thoughts and feelings? (Circle one) 1 – Poor 2 – O.K. 3 – Above Average Comments:
5.	How would you rate the applicant's ability to give and receive feedback? (Circle one) 1 – Poor 2 – O.K. 3 – Above Average Comments:
6.	On occasion, our volunteers may have to help clients resolve problems or concerns. How well does the applicant help others solve problems? (Circle one) 1 – Poor 2 – O.K. 3 – Above Average Comments:
7.	How would you describe the applicant's dependability and reliability?
8.	Do you know of anything which would be detrimental in the applicant's ability to work with girls and youn women in individual and /or group settings?
9.	Based on your knowledge, do you believe the applicant would be a positive role model for our clients?
Your Nan	** All responses are confidential and will be kept in a secure location. ** ne
FIIOHE#	Please address to: Jessica Pate, Volunteer Services Manager Alternatives For Girls 903 W. Grand. Blvd. Detroit, MI 48208 (313) 361-8938 volunteering@alternativesforgirls.org

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AGREEMENT OF CONFIDENTIALITY

l,		, as	a volu	inteer	at
duration of n	For Girls, agree to observe the following ny volunteer work at Alternatives For Girl as a volunteer:		-		
1.	No information regarding specific addresses, etc., is to be divulged by me except where required by policy and or supervisor.	e at any t	ime for a	any rea	son
2.	No information that could result in the For Girls program is to be divulged I reason.				
I acknowled regulations.	lge that I understand and agree to fo	ollow the	above	rules	and
Volunteer		Date			
Volunteer Ser	rvices Manager	Date			



Authorization and Release to Obtain Information Criminal History Report

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state and local laws, I hereby authorize and permit Alternatives for Girls (AFG) to obtain a criminal history report.

I agree that a copy of this authorization has the same effect as the original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as AFG from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I must request a copy of any criminal history report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize AFG to obtain a criminal history report as set forth above, as part of its investigation of my volunteer application. This authorization is valid as long as I am a volunteer or volunteer candidate. This authorization shall remain in effect over the course of my volunteer service. Reports may be ordered periodically during the course of my volunteer service by AFG.

Have you ever been convicted of any crime? If yes, please explain.
Full Name of Volunteer Applicant:
Date of Birth:
Please check ($$) all that apply:
 Hispanic or Latino White (not Hispanic or Latino) Black or African American (not Hispanic or Latino) Native Hawaiian or Pacific Islander (not Hispanic or Latino) Asian (not Hispanic or Latino) American Indian or Alaskan Native (not Hispanic or Latino) Two or More Races (not Hispanic or Latino) Have you lived outside of the State of Michigan in the past 3 years (check one): YesNo Have you been a resident of the State of Michigan for the past 3 years (check one): YesNo
I consent for the Michigan Department of State Police to conduct a criminal history check regarding me under Public Health Code Section 20173, and I agree to provide to AFG identification acceptable to the Michigan Department of State Police.
Print Name of Applicant:
Signature of Applicant:
Date:



Authorization and Release to Obtain Information Motor Vehicle Report

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state and local laws, I hereby authorize and permit Alternatives for Girls (AFG) to obtain a motor vehicle report.

I agree that a copy of this authorization has the same effect as the original.

8/13

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as AFG from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I must request a copy of any motor vehicle report from the consumer reporting agency that compiled the report, after I have provided proper identification.

The driving policy of AFG has been explained to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I hereby authorize AFG to obtain a motor vehicle report as set forth above, as part of its investigation of my volunteer application. This authorization is valid as long as I am a volunteer or volunteer candidate. This authorization shall remain in effect over the course of my volunteer service. Reports may be ordered periodically during the course of my volunteer service by AFG and/or Brownrigg Companies LDT.

Name of Volunteer Applicant:		
	(As it appears on the driver's license)	
Driver's License Number:	Expiration Date:	
Street Address:	City/State/Zip Code:	
Date of Birth:		
Services, Inc. and Brownrigg Com	procured by Insurance Information Exchange, a diving a pair inpanies LTD and may include my driving record, and by's insurance coverage or other consumer reports.	d assessment of
Services, Inc. and Brownrigg Commy insurability under the Compan	npanies LTD and may include my driving record, and ny's insurance coverage or other consumer reports.	d assessment of
Services, Inc. and Brownrigg Commy insurability under the Companies. Print Name of Applicant:	npanies LTD and may include my driving record, and ny's insurance coverage or other consumer reports.	d assessment of



Internship Driving Acknowledgement Form

Please complete one of the following statements below.

,, am eligible to drive as part of my internship at
Alternatives For Girls. Driving on agency business is defined as conducting ANY business
or the agency, whether I am using my own car or an agency vehicle. This includes, but is
not limited to the following activities conducted during my internship hours: pick up/drop off
a client, street outreach, a quick run to the store, dropping off a package, delivering mail,
etc. My university/college/educational program,,
does not restrict student interns from driving. I will adhere to all program guidelines and
policies and procedures set by my school. I am responsible for completing all driving
paperwork and providing a copy of my car insurance, registration, and driver's license to
he Volunteer Services Manager prior to the start of my internship.
OR
,, am ineligible to drive as part of my internship at
Alternatives For Girls. My university/college/educational program,
, restricts student interns from driving.
Signature: Date:

When possible, please provide documentation from your university/college/educational program regarding their policy on student drivers.



Alternatives For Girls (AFG), a non-profit organization, helps homeless and high-risk girls and young women avoid violence, teen pregnancy and exploitation, and helps them to explore and access the support, resources and opportunities necessary to be safe, to grow strong and to make positive choices for their lives.

	Driver Pleage
I,	, am committed to safety. With the
undei	standing that driving is a privilege, not a right, I agree to the following:
1.	to comply with all driving laws and regulations, including seat belt, infant and child seating regulations, and all safety regulations;
2.	to comply with all organizational policies and procedures and any direction offered by my supervisor and AFG leadership;
3.	to immediately notify my supervisor (or designee) of any physical conditions, vehicle defects, and road conditions that might affect safety;
4.	to immediately notify my supervisor (or designee) of any traffic citations received, even if given while driving on my personal time;
5.	if involved in an accident, to use the designated reporting forms and to cooperate with the police, the insurer, its insurance adjusters and attorneys; and
6.	to ensure that if I drive a personal vehicle on behalf of the organization, adequate insurance will always be in force.
Signa	ture: Date:

All statements become part of any future volunteer/intern/staff files.

AFG Personal Vehicle Usage

Alternatives For Girls (AFG) may require that an employee or volunteer operate his or her own personal vehicle on behalf of AFG. It is extremely important that every driver exercise good judgment and safe driving techniques, and drive properly maintained vehicles to ensure that the employee(s) or volunteer(s), passenger(s), and AFG are not unduly exposed to injury or liability from the use of vehicles. Before using a personal (non-AFG owned) vehicle on Alternatives For Girls' behalf for agency business, including but not limited to educational seminars, classes, errands, passenger or cargo pickup or delivery, etc., an employee or volunteer must submit proof of personal auto insurance and a current copy of the motor vehicle registration (MVR) and driving license to the Human Resources representative of AFG.

Employees and volunteers are responsible for damage to their own vehicles and should be aware that their insurance will be primary when they use their own vehicles on AFG business.

AFG is not responsible for injury or accidents for travel to or from work or a volunteer assignment. AFG is not responsible for collisions or vandalism to an employee's or volunteer's vehicle in any parking area where AFG provides parking space for employees or volunteers.

Please sign one of the following statements. Contact AFG if you have any questions.

Driver Authorization Request

Request for Authorization to Drive Personal Vehicle on Agency Business

In compliance with the above policy, I request permission to drive on agency business of Alternatives For Girls under the conditions indicated below:

I request authorization to drive my own vehicle on agency business. I am submitting a photocopy of the face page or proof of coverage of my automobile insurance, a current copy of my motor vehicle registration (MVR) and driving license along with this request. If I receive authorization to drive my own vehicle on behalf of (organization), I agree to never to drive on behalf of AFG if the above mentioned insurance coverage, MVR, and driving license is not valid and on my person. I realize that I am solely responsible for any damage to my vehicle or to other person(s) or property while I am operating my vehicle on agency business and that my own insurance will be primary. I agree to periodic driving record checks as deemed necessary by Alternatives For Girls or its insurance company.

Prohibited From Driving Form

Acknowledgement that I May Not Drive Personal Vehicle on Agency Business

At this time, my position at AFG does not require me to use my vehicle on agency business. I understand that before using my vehicle on behalf of AFG I must comply with the driving policies and practices, sign a Driver Authorization Request, and submit all required documents.

Signature:	Date:
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VOLUNTEER/INTERN ORIENTATIONS 2018

Internships must have been offered to attend an orientation.

Orientations will be held from 10 a.m. - 12 p.m.

Volunteer/Intern Orientation Dates: January 20 ~ February 24 ~ March 24 April 28 ~ May 26 ~ June 23

Registration is required. Please contact Jessica Pate, volunteering@alternativesforgirls.org
(313) 361-4000 x248

CENTRAL REGISTRY CLEARANCE REQUEST

Michigan Department of Human Services

INSTRUCTIONS:

313-361-4000

- An enlarged and clear copy of individual's photo identification must be attached.
- For Michigan employers, individuals and volunteer agencies, submit this request to the local County Department of Human Services. To obtain the address and fax number of your local county DHS, access www.michigan.gov/dhs->Inside DHS.
- For individuals seeking clearance on themselves, the results will be sent to the address on the picture identification provided.
- Outstate Children's Protective Services workers, law-enforcement, and court officials fax request to 517-241-7047 (Outstate only) on agency letterhead with cover sheet.
- All fields must be completed for processing.

COPY PHOTO ID HERE AND RETAIN A COPY FOR YOUR RECORDS

OR ATTACH A CLEAR COPY OF YOUR ID ON A SEPARATE PAGE

SECTION 1 INFORMATION ON PERSON BEING CLEARED

Name First, Middle, Last	(Also Known As) (Maiden Name)	Social Security Number	Signature Required for	individual being cleared
Address	Phone Number	Date Of Birth		
	SECTION 2 REQUESTOR INFORM	ATION		
	Please Check Appropriate	e Box		
Child Welfare Agency	☐ Emp	oloyer		
☐ Individual ☐ I would like to pick up my results in county ☐ Volunteer Agency				
Law-Enforcement/Dept of Corrections Out-of-State Adoption and Foster Home Screening				
Prosecuting Attorney/Court (please provide docket number if available)	_			
Name of Employer/Volunteer Agency/Individual	Name of 0	CPS/Law-Enforcement or Court		
Alternatives For Girls				
Name	Title			
Jessica Rae Pate	Volunt	eer Services Manager		
Address	•	City	State	Zip Code
903 W. Grand Blvd.		Detroit	MI	48208
Phone Fax	E-mail			Date

AKA

Employers/volunteer agencies – will ONLY receive responses of NO central registry if the name being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry history hits per CPL 722.627.

volunteering@alternativesforgirls.org

For questions about completing this form, please contact the local Michigan Department of Human Services, Children's Protective Services or CPS Program office at 517-373-6028. Mail questions to PO Box 30037, 235 S. Grand Avenue, Suite 510, Lansing, Michigan 48909

This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.

313-361-8938

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

Department of Human Services

Macomb County Offices

Macomb County 50	Mt. Clemens District 12	Sterling Heights District	Warren District 20
19700 Hall Rd. Ste. A	21885 Dunham Rd., Ste. 7	36	27690 Van Dyke Ave.
Clinton Township, MI 48038	Clinton Township, MI 48036	41227 Mound Rd., Ste. A	Warren, MI 48093
(586) 412-6100	(586) 469-7700	Sterling Heights, MI	(586) 427-0600
(586) 412-6141 (fax)	(586) 783-8136 (fax)	48314	(586) 427-0668 (fax)
		(586) 254-1500	
		(586) 254-8029 (fax)	

Oakland County offices

Oakland County 63	3 Madison Heights	Walled Lake	Saginaw St.
51111 Woodward A	ve. 30755 Montpelier	195 Ladd Rd.	235 N. Saginaw
Pontiac, MI 48342	Madison Heights, MI 480	071 Walled Lake, MI 48390	Pontiac, MI 48342
(248) 975-4800	(248) 583-8700	(248) 669-7600	(248) 975-5200
(248) 975-4855 (fax	(248) 583-8841 (fax)	(248) 669-7672 (fax)	(248) 451-1783 (fax)

Wayne County offices

wayne County offices			
Cadillac Place	Conner Service Center	Fort Wayne	Highland Park
3040 W. Grand Blvd.,	4733 Conner	6534 W. Jefferson	396 Glendale
Ste. 5-650	Detroit, MI 48215	Detroit, MI 48209	Highland Park, MI
Detroit, MI 48202	(313) 926-8600	(313) 554-8300	48203
(313) 456-1000	(313) 926-8377 (fax)	(313) 554-8460 (fax)	(313) 853-2187
(313) 456-1218 (fax)			(313) 852-2186 (fax)
Grand River/Warren	Grandmont Services	Gratiot/ Seven Mile	Greenfield/Joy
5131 Grand River	17455 Grand River	14061 Lappin	8655 Greenfield
Detroit, MI 48208	Detroit, MI 48227	Detroit, MI 48205	Detroit, MI 48228
(313) 361-7300	(313) 493-7801	(313) 372-6200	(313) 943-5200
(313) 361-7525 (fax)	(313) 493-4806 (fax)	(313) 372-6297 (fax)	(313) 943-5230 (fax)
Greydale/Grand River	Inkster	North Central	Redford
17330 Greydale	26355 Michigan Ave.	13233 Hamilton	27260 Plymouth Rd.
Detroit, MI 48219	Inkster, MI 48141	Highland Park, MI 48203	Redford, MI 48239
(313) 387-7100	(313) 792-7700	(313) 852-1700	(313) 937-4200
(313) 387-7156 (fax)	(313) 792-7696 (fax)	(313) 852-1891 (fax)	(313) 937-4326
South Central	Taylor	Western Wayne	
1801 E. Canfield	25637 Ecorse Rd.	4505 Oakman Blvd.	
Detroit, MI 48207	Taylor, MI 48180	Detroit, MI 48204	
(313) 578-5500	(313) 375-2500	(313) 295-8311	
(313) 578-5392 (fax)	(313) 375-2626 (fax)	(313) 295-8030 (fax)	