



Holistic Living Center

Ecoterra - Myra House - Acology Institute, 2009/2010

contact: 3643 N. Mills Ave. Claremont, CA 91711

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APPLICATION FORM FOR INTERNSHIP

1. **Would you like to impact the local/global community through organic farming, environmental care, and working at a local produce/ health market with full passion?**
2. **Do you want to strive for a healthier and holistic life in an ecologically sustainable community?**
3. **Are you seeking a Co-operative working and learning experience?**

Date(s) of desired Internship (3 month Minimum):

From _____ To _____

Mr. _____ Ms. _____ Other _____ Date of Birth _____

Name _____
Last First Middle

Current Mailing Address _____
Street City State Zip

Main Telephone Number: () _____ Work : () _____

E-mail Address _____ Other () _____

Emergency Contact _____
Name Phone Number

Personal Reference _____
Name Phone Number/ Email

Health Insurance Yes or No - We require all members to have their own health insurance

Serious Health Conditions or Allergies (please list) - _____

Holistic Living Center Internship Process:

1. *Read the Internship Guidelines for additional information (page 2)*
2. *Write an essay (approximately 2-4 pages in length) describing why you want to intern at the Holistic Living Center. Include autobiographical highlights.*
3. *Fill out and sign this form and send it to:*
Center Director, HOLISTIC LIVING CENTER
3643 N. Mills Avenue, Claremont, CA 91711
4. *You will be contacted within 5 business days of the receipt of your application.*
5. *Attend optional interview dinner/ tea*
6. *Current Holistic Living Center members will review the candidate's application and make the final decision on your internship.*
7. *A mentor will be assigned when your Internship begins.*

Residency is essential –some general information (see Internship guidelines below for additional information)

Each intern may, as need and space warrants, be supplied a furnished bedroom, personal shelf space in the refrigerator and food pantry.

Each floor shares one bathroom and phone line. Shared DSL/wireless connection.

Shared space: Library, solarium, sanctuary, kitchen, family room, dining room, laundry facilities, three outdoor gardens with small waterfalls

Monthly financial contribution: starting at \$350 for furnished rooms with a closet in hallway and \$400 for rooms with a closet in the the bedroom. Utility cost is included. An extra \$30 communal food cost (for items such as tea, coffee, eggs, toilet paper, paper towels, gardening supplies).; Financial contributions are due the first day of each month.

Work opportunity at "Ecoterra: natural foods & holistic medicine" asinternship obligation for at least 6 hours/ week ans more which will be compensated.

Gardening opportunity at Myra House asintern's obligation up to 4 hours per week.

Scholarsh ip/ Stipened: For those who demonstrate excellency in the application processand the term requirement ;

Financing: For those who are in financial need; 1 day stay = 3 hours of assigned gardening/chores/work

Holistic Living Center Internship Guidelines

The HLC offers a four semester curriculum, and each semester will last 10 weeks. The curriculum consists of keeping the earth's health as the primary concern integrating cooperative action, contemplative reflection and contextual education. Intern applicants should provide in their application a detailed description of their main interest and the goals of their HLC project. The project evaluation criteria consist of three areas: 1) developing the future career/path of the intern, 2) contributing towards the current HLC program, and 3) advancing the HLC's overall mission and philosophy. Some examples of projects include medicinal herbs and applications for human health, raw food preparation and promotion for the community, sustainable garden projects for example combining water stress tolerant plantings/home gardens/ permaculture concepts, and applying theory towards practice through community outreach, journal article writing and educational development.

After review of the application, a possible scholarship/ stipend will be determined and will be contingent upon the intern's excellency during the term. Each intern will create and present a final project that will be evaluated. Assessment data will be interpreted and incorporated based on each person's core area of interest. A sub-certificate is awarded upon satisfactory completion of the term and a master certificate is awarded to intern who complete four semesters. Expectations of each term vary in terms of range of intentionality, responsibility and accountability. Interns of the HLC center who live at Myra House follow the residency living guidelines.

The Holistic Living Center, consisting of the sister institutions Ecoterra – Myra House – Acology Institute, is being built as a cooperative-living, working and learning center. HLC strives to study and work around a monastic rhythm with cooperative principles in order to support the Center's dynamic needs and mission. The HLC seek to inspire local and global movement by living simply through green living for the individual/society's wholeness— mind-body- spirit with natural environment.

In General - for Myra House residents

Location: 3643 North Mills Avenue in Claremont (southwest corner of Pomello and Mills). Thompson Creek Bike-Hiking Trail and Water Reservoir is within walking distance.

1. Meal: Clean dishes and dining areas after each meal. Lunch & Breakfast are usually prepared individually since members' schedules vary. Communal Kitchen items include: kitchen utensils, pots, pans, small appliances, dishware, Food items: tea, coffee, eggs, fruits/vegetables from the garden, kimchee, sugar, oil, honey, spices, and paper goods such as tin foil, plastic wrap and the like. Put away leftovers and leave kitchen clean/fresh/ spotless.
2. Securing Doors: lock every exterior door each night at 10:30 pm.
3. Financial Contribution: the 1st day of each month. Drop a check in the black mail box in the kitchen/family room
4. Community Dinner: Weekly Community dinner and its timing determined by cooperative decision. Total of 4 guests can be invited per community dinner. Host (ess) provides meal & ambiance (music, candles etc...) and contributes labor and time for sustaining co-op function as needed.
5. House meeting: each member's participation is required. Timing will be determined by the Center's director after considering each members time schedule.
6. Providing Hospitality as Host (ess) to Guests on Certain Occasions – take guests on a tour, have them sign the guest book and give them information about Myra House to take with them.
7. No Intra-house Dating
8. General Repair or Furnishing needs: please drop a note in the black box left side of the kitchen/family room's fireplace.
9. Upon Moving Out – one month notice period is required. Since we do not render cleaning services, it is imperative for Member to completely clean your room and bathroom so that it is ready to receive the next resident. Use vacuum, mop, and other cleaning supplies. Otherwise there will be a charge of \$100.

● **Communal Living**

Members are to be a part of community sharing responsibilities below:

1. Daily chores for residency at Myra House. Maintaining personal bedroom, bathroom, and cleaning up after yourself in common areas, hallways, dining room, library, kitchen, family room and chapel. Take out trash and compostable materials to the appropriate collection areas.
2. Cooperative effort for the Myra House retreat group visits, Ecoterra, and the Acology Institute as the Center's needs emerge.
Assigned communal duties: (are assigned and rotated by members' consensus):

Daily — tending indoor/outdoor plants/ trees (each resident will be assigned an area).

Animals – provide fresh food & water daily; clean up animal's yard as needy.

Keep communication live by short memo on a house journal

Pick up newspapers and distribute the mail daily. Sweep, dust etc...kitchen, family room, and living areas.

Weekly — compost, recycle newspapers and other materials, grocery shopping, take out trash bins to Pomello Avenue (left-side of the driveway) on Monday. Tidy the animal areas, laundry room, bathrooms, solarium, chapel, hallways and outdoor spaces. Helping the Raw /Holistic foods preparation and other supportive activities as they arise.
Participation/host for Community dinner and the house meeting

Monthly — Community projects such as gardening, cleaning & the Center's outreach program as needed.

● **Regenerative Living**

We share the responsibilities of caring for our living center, the community and our Earth. Each person takes part by:

1. Separating trash (disposal waste) and recyclable material (non-disposal waste) and distributing these to the appropriate areas
2. Collecting left-over meals for composting except meats and bones,
3. Saving electricity by turning off unnecessary lighting; late comers are responsible for turning off the light.
4. Saving gas by using outdoor laundry dryer (clothes line) except on rainy and cloudy days,
5. Saving water by reducing excessive showering, sink and laundry water, using earth friendly soap, shampoo.
High Efficiency (HE) is required to use for the house laundry machine detergent
6. Taking care of a plot of land or watering the fruit trees/ animals such as dogs and chickens.
7. Working for the local and global community at Ecoterra, with the Myra House retreat groups, at the Acology Institute, and involvement in community outreach projects.

● **Spiritual Living at the Holistic Living Center**

We strive to maintain peace in the midst of ordinary life. Each person takes part regularly by joining:

1. Contemplative meditation/reflection/prayer. Each person is responsible for leading prayer by taking turn.
2. Full Quiet hours begin at 10:30 pm-6 am everyday.
3. In-house casual bible study and worship –times vary.

**These guidelines will be updated regularly by cooperative decision and are regularly revised based on scheduling and the Center needs.*