



Girls Intensive Education and Treatment Facility
6001 12th Avenue East, Suite B
Tuscaloosa, Alabama 35405
(205) 343-2864

Dear Volunteer:

We would like to welcome you to the Girls Intensive Education and Treatment Facility. We would like to first thank you for considering and/or becoming a WOW Volunteer. The Working on Womanhood (WOW) Program is an intensive intervention designed to meet the unique needs of adolescent females who experience problems related to delinquency and mental illness. Our goal is to provide innovative, responsive treatment services for females involved with the juvenile justice system that will aid in their growth, recovery, and re-entry into their home community.

Here at the Girls Intensive Education and Treatment Facility volunteers are an integral part of the therapeutic community. We depend heavily on volunteers to enrich the services offered, supplement the work of the professional staff, and directly impact our students as they progress through treatment.

Volunteering takes on many faces at the WOW Program. It could involve tutoring girls in various subject areas such as reading and math, planning holiday and birthday parties, creating and organizing recreational activities (e.g. art, music, dance, playing a card/board game, etc.), teaching the girls valuable life skills, building spirituality or faith, or simply talking to the girls and offering them support. There are many volunteer opportunities available at the WOW Program.

In addition to volunteering time and service, the WOW Program also accepts donations and contributions in the form of items such as books, holiday gifts, cards, supplies, grooming items, and the like.

The following is our philosophy toward volunteers and donors:

Americans are increasingly ready and willing to deal with serious issues by offering their time and talents. Community members with a shared concern for children in trouble creates an opportunity for state and local agencies to partner to care for and mold our youth so they can become healthy and productive members of society. This is a collaborative effort whereby at risk and troubled children will be afforded opportunities made available through active volunteers. We realize that the youth we serve are today's world preparing for tomorrow's future.

Volunteers have a unique opportunity to be a mentor, a listening ear, and open the children's eyes to the things they can achieve. The WOW Program seeks to surround our youth with people who can help them grow and succeed. Studies have shown that tutoring and mentoring underprivileged youth not only improves their academic performance and chances of going to college and getting a good job, but also contributes to their overall well being, and the well being of the community.

Volunteers in the WOW Program are not eligible for compensation or stipend for donating time. Volunteering, however, gives you have the opportunity to change the lives of the children by giving them hope for their future.

Thank you for sharing your time, energy, and talents with these wonderful young ladies who are Working on Womanhood. Should you have further questions about the volunteer or donor opportunities please contact our Volunteer Coordinator at (205) 343-2874.

Sincerely,

Program Administration
Girls Intensive Education and Treatment Facility
Working on Womanhood (WOW) Program

The Working on Womanhood (WOW) Program

Girls Intensive Education and Treatment Facility

The 1973 Session of the Alabama Legislature created the Alabama Department of Youth Services (DYS) through Act. No. 816. The responsibility of this department is to promote and safeguard the well-being and general welfare of the youth of the State. DYS achieves this goal through a comprehensive and coordinated program of public services for the prevention of juvenile delinquency and the rehabilitation of at risk youth.

The DYS maintains a diversified approach, which is necessary for addressing the problem of juvenile delinquency. The department, therefore, utilizes both institutional and community based programs.

The WOW Program is an outcome driven intervention program that was established by the University of Alabama (UA) Youth Services Institute (YSI) under contract with the DYS. The facility where the program is housed is licensed by DYS to serve the needs of female juvenile offenders between 13 and 18 years of age. The WOW mission is to support the mission of DYS through facilitating holistic development of juvenile females who have engaged in delinquent behaviors. The mission is to reduce at risk behaviors, value the female perspective and recognize the social context that encompasses the development needs of females who experience delinquency. The WOW Program provides a continuum of care that responds to female delinquency in ways that nurture healthy relationships among students, staff, and the community, which offer intensive treatment opportunities.

Prior to entering WOW, youth are committed to DYS through the juvenile courts from any county in the state. DYS placement is determined by the seriousness of the offense committed, mental health history, and placement history, among other things. Only the DYS Screening and Placement office may admit a student to the WOW Program and those students are expected to meet specific criteria that includes, but is not limited to, a history of delinquency and problems related to mental health. The anticipated length of stay in the WOW Program is six to nine months. The actual length of stay may vary according to the student's needs, behavior, and if they complete their treatment plan as scheduled. The juvenile is required to complete an Individualized Service Plan to advance toward release. Progress in all areas of the program is evaluated on an ongoing basis. When a student has successfully completed the WOW Program, the Treatment Team will make a recommendation to DYS and the Release Board. The Director of Institutional Services chairs the Release Board. Upon certification by the Executive Director, the Treatment Team will notify the committing Juvenile Court and they typically place the juvenile on aftercare supervised by a Juvenile Probation Officer once the child is released.

VOLUNTEER PROGRAMS OVERVIEW

Our volunteer programs are coordinated through the Volunteer Coordinator under the supervision of the Administrators of the Girls Intensive Education and Treatment Facility.

We use volunteers in many areas of our treatment programs, such as recreation programming, academic services, social services, and religious services.

Specific job descriptions are outlined and available upon request. If you are interested in volunteering in some capacity within in the program, please contact the Volunteer Coordinator. Please keep in mind that these positions are voluntary and are not paid positions and offer no compensation. Furthermore, volunteer positions may be terminated the relationship at any time without cause by either party.

We use a process matching our volunteers to our various volunteer programs and students. We feel this will ensure a better experience for volunteers while working in our program and with our students. We will try to match you with one of our programs based on the skills listed on your application and the needs of the campus.

Supervision of Volunteers

The Volunteer Coordinator is available to offer assistance to volunteers; this individual may not necessarily be the supervisor of a volunteer on the work site. A staff member will be identified as the supervisor of the volunteer before the volunteer is authorized to provide services. The actual supervisory process will vary according to the task and the volunteer. Volunteers are authorized service providers meaning they are expected to practice in accordance with rules, procedures, and policies of the program.

VOLUNTEER RESPONSIBILITIES

No matter which volunteer program you participate in while at the Girls Intensive Education and Treatment Facility, there are several responsibilities that you must assume for a successful experience for you and the student. Below is a list of several of these responsibilities that we would like you to adhere to while working in our volunteer program:

1. We hope to assign you a job that is worthwhile and challenging; however, you should only accept as much responsibilities as you are comfortable managing. If you are asked to do something which you are not comfortable with, immediately notify your supervisor or the Volunteer Coordinator.
2. There will be times when you will be trusted with confidential information that will help you carry out your assignment. While you are to generally report information you obtain from a student, Volunteers must maintain confidentiality and not discuss information about a student or their identity outside the facility.
3. If you are unable to fulfill a commitment, please notify the Volunteer Coordinator early enough so that a substitute can be found and the students(s) can be notified.
4. You will be provided with many of our institutional guidelines, rules, procedures, and policies. Volunteers are expected to follow guidelines similar to employees; however, Volunteers are not employees of the program and should never be alone with a student.
5. Please use your time wisely and not interfere with the performance of others.
6. Do not accept gifts from our students unless you have approval to do so by your supervisor.
7. Please use good judgment when making decisions when there appears to be no policy or the policy has not been communicated to you. If you are in doubt, please consult with your supervisor for further instruction.
8. Please provide us with feedback; suggestions and your recommendations will increase the effectiveness of our program.
9. Please work as a team with our staff and with other volunteers.
10. Please ask for a new assignment within our organization when you are ready for reassignment.
11. Please do not pressure any of our students to adopt your beliefs or style of living. We do not place value judgments on our students and we embrace diversity and respect opinions.
12. Please keep promises that you make to our students; this is very important.

Guidelines for Volunteers/Sponsors

All Volunteers and Authorized Service Providers are to be mindful that the Girls Intensive Education and Treatment Facility is a SECURE facility. This means that guidelines related to safety MUST be followed at all times.

1. Volunteers must be accounted for upon entering the building and must sign in using the sign-in/sign-out book available from Care Worker Safety staff.
2. Volunteers and their property are subject to search (pat down and metal detector) by Care Worker Safety prior to entering the facility. Volunteers may not bring cell phones or other items into the building.
3. Volunteers must wear a visitors' badge at all times. The badge can be obtained from Care Worker Safety. This badge must be worn at all times while in the facility and returned prior to leaving the facility.
4. Do not make telephone calls or mail letters for students.
5. Volunteers may not fulfill a student request without permission from the volunteers' immediate assigned supervisor or the Volunteer Coordinator. This means Volunteers or related service providers may not give items to students without obtaining appropriate authorization.
6. If there are problems such as fights, riots or other emergencies, leave the area, go to the nearest office or nearest protected area and allow the trained staff to handle the situation. Under no circumstances should a Volunteer or Authorized Service Provider intervene should threats to safety arise. Volunteers are to clear the area, inform the nearest staff member of the situation, and remain in the office or protected space/ safe area as directed by staff and remain there until advised the area is clear or to move to another location.
7. Never bring cigarettes, matches, lighters, other contraband, or anything the students could use for a weapon into the facility. This includes, but is certainly not limited to, cellular phones, eating utensils, medication (over the counter, prescription, or otherwise), or keys.
8. If you become aware of a situation that could potentially be dangerous to students, staff, or Service Providers; bring that information to the immediate attention of a staff member.
9. Volunteers may not bring purses, cell phones, pagers, etc. into the facility. Lockers are provided at the entrance of the facility where these items may be stored, however, locks are not provided. Neither the facility nor UA is responsible for property that is lost, stolen, or damaged.
10. Clothing worn must be appropriate fitting and conservative. Clothing may not contain offensive content or promote sexual activity, gang involvement, or substance use. Volunteers may be denied access to the facility if clothing is deemed inappropriate.
11. You may correspond with a student through the Volunteer Coordinator only. Do not give your address or telephone number to a student. Further, Volunteers may not have contact with students outside of the facility unless they have explicit permission to do so by WOW Program Administration. Pen Pal volunteers may communicate with students via mail, however, letters are subject to search prior to being accessible to students and content must be approved by the student's assigned therapist.

12. All activities and items provided to students must be approved by the Treatment Team or Program Administration as well as approved by the Volunteer Coordinator.
13. If Volunteers have concerns at any time, they may discuss them with the Volunteer Coordinator or the supervisor assigned by the Volunteer Coordinator. Concerns will be handled in a sensitive manner, keeping your name confidential, but Program Administration must be notified.
14. It is important that volunteers keep their promises to students. If you cannot follow through, let the Volunteer Coordinator know and the student will receive an explanation.
15. INFORMATION CONCERNING STUDENTS IS CONFIDENTIAL and is to be treated as such.

Remember while at the Girls Intensive Treatment and Education Facility, you are to comply with all facility rules and regulations. Any violation will place you at risk as a volunteer and could potentially create a safety threat for students and staff. It is our hope to work as a team to provide exceptional care to the students who are living at the Girls Intensive Treatment and Education Facility. Thank you for caring enough to make a difference in the lives of our students.

Basic Rules for Girls Intensive Treatment and Education Facility Volunteers

It is essential that volunteers who are working with individual students comply with the following rules:

Confidentiality must be respected at all times. Anything you do or learn in relation to your student or her family is not, under any circumstances, to be divulged to anyone except authorized campus personnel. To do so could be a violation of Alabama law and is likely a violation of professional ethics codes. Individuals who are found to break confidentiality in any capacity will be immediately terminated from providing services within the facility. Further, all service providers (paid or non-paid) are expected to comply with regulations set forth under HIPAA related to confidentiality and to complete training offered within the WOW Program pertaining to HIPAA.

It is essential that all volunteers **understand and comply with campus rules**. All activities you undertake must be done with the student's compliance follow the rules and regulations of the Girls Intensive Treatment and Education Facility.

Whenever you have any doubt concerning your obligations with respect to a student with whom you are working, immediately check with your designated supervisor or the Volunteer Coordinator.

Creed for Volunteers

To Foster Creativity Rather Than Conformity

To Guide Rather Than Goad

To Clarify Rather Than Confuse

To Support Rather Than Supplant

To Respect Rather Than Judge

To Motivate Rather Than Captivate

To Listen Rather Than Tell

To Encourage Rather Than Discourage

To Link Rather Than Divide

To Innovate Rather Than Initiate

To Free Rather Than Limit

To Make Independent Rather Than Dependent

Insurance Information

As a volunteer, you will be entrusted with the care of someone else's child. We are concerned about the legal responsibilities this can have for you, the Girls Intensive Treatment and Education Facility, and the University of Alabama.

As a volunteer working at our facility, there is a chance that you might be physically hurt or that property belonging to you could be damaged. Given that personal property and jewelry is not permitted in the building, The University of Alabama is not responsible or liable for any loss or damage to personal property. If you are injured on site or when working on behalf of the Girls Intensive Treatment and Education Facility at another location, please notify the Volunteer Coordinator immediately. The Volunteer Coordinator will immediately notify the Program Director.

If you wish to file a claim for reimbursement of expenses or for monetary compensation, all claims against the Girls Intensive Treatment and Education Facility and The University of Alabama are handled by the Alabama Board of Adjustment.

Under the Alabama Constitution, the State of Alabama is, in most circumstances, immune from lawsuits seeking monetary damages; consequently, the Board of Adjustment represents the only remedy for individuals or businesses seeking payment for damage done by the State of Alabama. The Alabama Legislature established the Board of Adjustment ("The Board") "to provide a method of payment by the State of Alabama or any of its agencies, commissions, boards, institutions or departments to persons for injuries to person or property or for death occasioned by the State of Alabama or any of its agencies, commissions, boards, institutions or departments where in law, justice or good morals the same should be paid."

The instruction and form for filing a claim with the Board of Adjustment can be found on the website:

<http://www.bdadj.alabama.gov/Default.aspx>

If you have questions or need additional information, please contact the University's Risk Management Department:

Bob Pugh, Director
Office of Risk Management
134 Rose Administration Bldg., P.O. Box 870119
Tuscaloosa, AL 35487-0119
(205) 348-4534

Program Overview

MISSION

The mission of the Working on Womanhood (WOW) Program is to support the mission of the Alabama Department of Youth Services (DYS) through facilitating holistic development of students who have experienced delinquency through mechanisms that reduce at risk behaviors, value the female perspective, and recognize the social context that encompasses the developmental needs of adolescent females who have a history of delinquent behavior. The program provides a continuum of care that responds to female delinquency in ways that nurture healthy relationships among students, staff, and the community which offers intensive treatment opportunities.

GOAL

The goal of the program is to provide innovative, responsive treatment services for females involved with juvenile justice that will aid in their growth, recovery, and reentry into their home community.

PROGRAM RULES

- Confidentiality: Volunteers will not divulge any material (pictures, oral communications, written communications, etc.) which is identifiable outside the facility or to other volunteers unless necessary. Information which is shared with volunteers by students (e.g., family situation, nature of offense, personal problems, etc.) should be considered private and privileged information and treated with respect and privacy. Volunteers should communicate information obtained with their supervisor to the degree to which is deemed appropriate. Depending on the role of the volunteer, such information may be governed by ethical codes. Further, such information is protected under Alabama State Law and HIPAA.
- Appropriate Role Relation: The concerned volunteer has a critical role in the rehabilitative process of the student as they express a societal concern for the youth's welfare which can only partially be conveyed by paid staff. However, this concern and caring must be tempered by maintaining appropriate boundaries within the context of the relationship. Volunteers cannot leave the premises with a student. Volunteers might have the opportunity to converse privately with students; however, this contact should take place in an area in which visual contact can be maintained by employees (i.e., never behind closed doors) and Volunteers should never be alone with a student. The possessions of the students at the Girls Intensive Education & Treatment Facility are closely regulated so volunteers should not give anything, even simple items (e.g., gum, pens, etc.) to students which have not been authorized by the Clinical or Program Director. Food items are also prohibited and may only be given to the student with permission from the Clinical or Program Director.

- PREA: The United States Federal Government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce, and eliminate sexual misconduct (i.e., sexual acts, sexual contact, and sexual harassment) between youth, staff and youth, and volunteers/contract providers and youth. Everyone within the program (students, staff, volunteers, and contract providers) has a right to be free from sexual misconduct, and the WOW Program complies with the DYS zero-tolerance policy regarding sexual misconduct. This type of behavior will not be tolerated. Volunteers found engaging in such behavior will have their volunteer privileges revoked and may be subject to criminal charges. Volunteers are mandated reporters based on PREA standards, and therefore must report any known or suspected inappropriate activity occurring between students, staff/students, or volunteers/students to the Volunteer Coordinator or designated supervisor. This information can be communicated verbally or in writing. Additional PREA information will be provided during volunteer orientation.
- Security: Volunteers are reminded that the Girls Intensive Education and Treatment Facility is a secure facility and visitors should govern themselves accordingly. Firearms, weapons (e.g. pepper spray, mace, pocket knives, etc.) are NOT allowed on premises.
 - Volunteers should only enter the facility with their name badge and regular clothing. Purses, cell phones, and other belongings may be secured in a locker located near the entrance of the building. Smoking is NOT permitted on the grounds of the facility. Cars should be parked in the designated side of the parking lot. Volunteers are responsible for ensuring that their vehicles are secure. The parking lot at the facility is not monitored by facility staff or personnel, thus the Volunteers park at their own risk.
 - Upon entering the facility, Volunteers should immediately register with Safety staff and be issued a volunteer badge.
Note: Anyone, including volunteers, entering the Girls Intensive Education and Treatment Facility is subject to search at any time without cause. Search may include pat down, use of the metal detector, body search, and searching of belongings.
 - Volunteers will limit their visits to those areas of the building designated for the stated purpose of their visit and areas approved by the Volunteer Coordinator or the designated supervisor. To maintain student privacy and security, volunteers may only go in authorized areas.
 - Volunteers enter the program at their own risk.
 - Volunteers must have a regular employee present or in sight at all times.

OPERATIONAL PROCEDURE: In the addition to the above requirements, volunteers should:

- Know their task/role assignments as discussed with the Volunteer Coordinator at the time their application as a volunteer was approved. Volunteers should act only in accordance with their stated role and avoid stepping out of their role unless directed by the designated supervisor or Volunteer Coordinator.

- Know they may have their services curtailed, postponed, or discontinued with or without cause or reason at any time.

Examples of when the relationship will be immediately terminated include:

- Breach of confidentiality.
- Unlawful conduct or breach of facility rules and regulations.
- Unwillingness to cooperate with WOW staff.
- Activities which threaten the order or security of the facility, or the safety of the students, staff, or volunteers.
- Erratic, unreliable attendance.
- Unsatisfactory service supported by documentation.

The impact of volunteers on the young women of the WOW Program is tremendous and your willingness to volunteer is greatly appreciated. We hope you as a volunteer understand the need for the above positions and if you have any questions, please contact the volunteer coordinator.

VOLUNTEER ACKNOWLEDGEMENT

I, _____ (PRINT NAME) have read the volunteer packet and provided information as well as the volunteer guidelines, rules, and regulations, and been given the opportunity to ask questions concerning the Mission and Rules of the Girls Intensive Education & Treatment Facility. I agree to abide by the all rules and procedures. Any concerns I have concerning my participation or the operation of the facility I will make known to the Volunteer Coordinator or a Program Administrator. I understand that the Girls Intensive Education and Treatment Facility is a secure facility and that offering services in this facility requires me to maintain security and abide by related policies and procedures. I also understand that there are risks involved with providing services in this facility which potentially include exposure to violence and trauma and voluntarily assume any related risk.

Volunteer Signature

Date

Witness (Employee) Signature

Date

Name of Supervisor: _____

**Girls Intensive Education and Treatment Facility
Working on Womanhood (WOW) Program**

*A partnership between the Alabama Department of Youth Services and the University of Alabama
Youth Services Institute*

NAME OF VOLUNTEER: Mr. _____
Mrs. _____
Miss _____ Last _____ First _____ Middle _____

ADDRESS: _____
Street _____ City _____ State _____ Zip Code _____

TELEPHONE: Home: _____ Cell: _____ Work: _____

DOB: _____ **RACE:** _____ **DRIVERS LICENSE # and STATE:** _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ **MARITAL STATUS:** _____

EDUCATION: _____
High School _____ Grade Completed _____ College _____ Years Completed _____ Major _____

OCCUPATION: _____

SPONSORING AFFILIATION: (e.g., civic club, church, etc.) If applicable: _____

VOLUNTEER EXPERIENCE: _____

SPECIAL SKILLS AND INTERESTS: _____

DAYS AND HOURS AVAILABLE: _____

HAVE YOU EVER HAD VOLUNTEER SERVICES/ COUNSELING EXPERIENCE: (Include positions such as Camp Counselor, Sunday School Teacher, Boy/Girl Scout Leader, Big Brothers Big Sisters, Recreation, etc.)

HAVE YOU EVER BEEN ARRESTED OR PLACED ON PROBATION? Yes / No If you answered Yes, please explain:

REFERENCES: (List three people other than past employers or relatives who are familiar with your qualifications and characteristics.)

	Name	Address	Telephone Number	Relation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____



As a volunteer with the Girls Intensive Education and Treatment Facility, I will not knowingly solicit, receive, disclose, authorize, nor make use of any records and/or information concerning any youth receiving treatment in the WOW Program. I do hereby agree to abide by any and all facility rules and regulations as outlined during my orientation session and any others that may be required. I also understand that to work within this facility I am subject to a criminal background check, to be conducted by the University of Alabama and/or the Alabama Department of Youth Services as well as a check of the Central Registry maintained by the Alabama Department of Human Resources.

Having carefully considered the opportunities and responsibilities involved, I hereby offer my services as a volunteer at the Girls Intensive Education and Treatment Facility.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

** Also sign and provide the attached consent for the background check to be conducted.

DATE BACKGROUND CHECK REQUESTED: _____ **DATE RESULTS RECEIVED:** _____

Results (circle): *PASSED* *FAILED*

VOLUNTEER COORDINATOR: _____ **DATE:** _____

Administrative Review:

Volunteer is **AUTHORIZED** **NOT AUTHORIZED** to provide services within the Working on Womanhood Program housed at the Girls Intensive Education and Treatment Facility.

Clinical Director

Date

Volunteer is **AUTHORIZED** **NOT AUTHORIZED** to provide services within the Working on Womanhood Program housed at the Girls Intensive Education and Treatment Facility.

Program Director

Date



**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT
OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

As part of its employment process, The University of Alabama routinely obtains consumer reports and/or criminal background information on applicants and employees. The information contained in these reports may be used to deny an individual employment or continued employment or promotion with The University of Alabama (UA), Youth Services Institute (YSI), and Working On Womanhood (WOW) Program.

I, the undersigned consumer, do hereby authorize *The University of Alabama*, by and through an independent contractor or the Alabama Department of Youth Services (DYS), to procure a consumer report and/or investigative criminal background/history, and/or motor vehicle record report on me. These above-mentioned reports may include, but are not limited to: my driving history, education; employment history; social security number verification; criminal history/records; and/or any other public record. I further authorize *The University of Alabama* to obtain electronic fingerprints (if requested) on me for purposes of obtaining a consumer report and/or investigative consumer report on me.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the UA, by and through the DYS and YSI, including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release The University of Alabama and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to or by me, my heirs or others making such claim or demand on my behalf, for procuring, providing, and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

Printed name: _____
 First Middle Last

Signed name: _____ Date: _____



Current Address:

Street/P.O. Box Country	City	State	Zip Code
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Dates: *From* ___/___/___ *to* ___/___/___

Former Address:

Street/P.O. Box Country	City	State	Zip Code
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Dates: *From* ___/___/___ *to* ___/___/___

Former Address:

Street/P.O. Box Country	City	State	Zip Code
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Dates: *From* ___/___/___ *to* ___/___/___

Social Security Number*: _____

Daytime Telephone Number: _____

Driver's License Number*: _____ State of Issuance: _____

Date of Birth:* _____

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.

Submit completed volunteer application to:

***Volunteer Coordinator
WOW Program
The University of Alabama
Box 870317
Tuscaloosa, Alabama 35487-0317***

