



Northeastern University
Center of Community Service

SERVICE-LEARNING PROGRAM

Request for Partnerships:

Partner Application

Part 2

Spring 2012

Partnership applications will be reviewed on a rolling basis until all partnerships have been filled.

***Priority is given to applications received before
5pm on Monday, November 21, 2011.***

SERVICE-LEARNING PARTNERSHIP APPLICATION

I - TITLE PAGE – APPLICATION INFORMATION

Organization Name:

Address:

City: State: Zip:

Website:

Location of Service* (if different than above):

City: State: Zip:

Location of Service* (if different than above):

City: State: Zip:

** please note in project narrative if there are more than two locations for service.*

Primary Contact (For S-L Program):

Title:

Phone: Fax: Email:

Student Contact/Direct Supervisor* (if different than above):

Title:

Phone: Fax: Email:

** please note in project narrative if there is more than one student supervisor.*

II – ORGANIZATIONAL OVERVIEW (maximum of 300 words)

Please provide a clear and concise description of your organization, answering at least the following:

- What is your organization's mission?
- Why do you want to partner through NU's S-L program and host student service-learners?

III – PARTNERSHIP SELECTIONS

- Please select the following course(s) in which a partnership would be appropriate for your organization in the semester based on course descriptions in the RFP Part 1.

Direct Service-Learning

- Human Service Professions
- Education in the Community
- Connections & Decisions

Hybrid between Direct S-L & Project-Based S-L

- Introduction to Nutrition
- Advanced Spanish 1 & 2
- Advanced Chinese 1 & 2

Project-Based Service-Learning / Community-Based Research

- Child Intervention & Treatment
- Social Policy, Advocacy & Activism
- Race Ethnicity & Health in the US

IV – PROJECT NARRATIVE (Maximum of 800 words)

Please include one complete project narrative for each service role and project you are applying for.

1. SERVICE DESCRIPTION & COMMUNITY NEED

This section holds a majority of the weight during the partnership matching, please be sure to include the necessary details and answer every question.

A. Service Opportunity:

- Describe the service role (and specific duties) or project objectives.
- What are the anticipated goals?

- B. Community Need:** Provide a clear but concise description of the need that will be addressed by the service role or project and how it will target the identified need(s).

2. STUDENT SUPPORT & SUPERVISION

Student service-learners need support and guidance to be successful.

- A.** What will the level of interaction be between student service-learners their supervisor?

3. LOGISTICS

Student must be orientated and start service by or Saturday, February 4th

i. Definitive or tentative start date of students' service:

1. If students are prohibited from starting service until after February 4th, describe how students can be involved with your organization in a meaningful way that will allow them to meet their learning goals during the delay/waiting period.

A. For Direct Service Roles:

Which days/times do you need students and how many students can you accommodate on each particular day/time each week? *And if any of the follow applies, please be specific in the project narrative that you have this requirement so students are informed.*

- b. *If you require each student to participate in mandatory weekly meetings in addition to their direct service, make sure that is included.*
- c. *If you require students to serve on two separate days each week, this may limit the number of students available to serve in this role, make sure that is included.*

d. **TOTAL number of students requested for this role**

	<u>Time shifts students can serve</u>	<u>Number of students PER time shift</u>
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

Additional Comments:

B. For Projects-Based courses:

It is imperative for students working on projects primarily off-site to have regular check-ins to ensure progress is being made and feedback can be provided.

- a. *These meetings should be scheduled at the students' orientation or within the first weeks, for the remainder of the semester.*

Please suggest meeting days/time(s):

4. REQUIREMENTS & PREFERENCES:

Please attach any paperwork student are required to complete before beginning service.

Required

Volunteer application – Please attach

Due Date:

Details/instructions:

(e.g. students need to bring application to orientation completed)

Orientation – REQUIRED

- Orientation date(s) must be prescheduled before January 9th and take place between Jan. 20th and Feb. 4th. Too many challenges occur when attempting to set orientation dates after classes begin or on an individual basis.
- Suggested dates include,
 - Mon.-Fri. – after 6pm beginning 1/20/12
 - Saturday or Sunday
 - During first day of scheduled service
- Date(s) :

Training (for specific service roles)

Date(s) :

CORI – Please attach

Details/instructions:

(e.g. student needs to bring CORI to orientation completed)

Check here if your organization cannot accept 1-20 forms from international students to complete their CORI

SORI – Please attach

Details/instructions:

(e.g. student needs to bring SORI to orientation completed)

CPR Certification

Details/instructions:

TB Test

Details/instructions:

Required Skills (language, computer, etc)

Details:

Preferred Skills (language, computer, etc)

Details:

Other

Please explain:

Additional comments:

UNDERSTANDING

In submitting this information to the Service-Learning program of the Center of Community Service at Northeastern University, I certify that the information is true and correct to the best of my knowledge. I also understand that if my organization is selected as an appropriate partner for one or more service-learning courses and to host NU student service-learners, we are responsible for:

- Working collaboratively to meet my organization's service goals as well as NU's student(s) learning goals.
- Communicating throughout the semester with students, S-LTAs, faculty member(s), and S-L program.
- Designating one supervisor who will provide consistent supervision, support and feedback to the student service-learners throughout their role/project.
- Completion of an evaluation at the end of the semester.
- **My organization has Photo releases for our clients** and is willing to have pictures taken on-site of student service-learners by the students themselves, an S-LTA or a University representation while students are engaged in service activities/roles.

No Yes Yes, if

E-Signature: Date:

Title:

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with priority given to applications received by
5:00pm on Monday, November 21, 2011

Applications must be submitted by E-Mail to:

service-learning@neu.edu

The Service-Learning Program
Center of Community Service
Northeastern University