

Community Partner Profile and Student Request Form

Many organizations find that working with college students allows them to expand the capacity of their organization or agency while allowing them to provide students with an opportunity to have positive learning experiences. Through service-learning and volunteering, students are able to examine the role of community organizations and contribute to them.

The Center for Community Service-Learning and the Volunteer Program have many connections to students, student clubs and organizations, and faculty members across the campus. We will do everything possible to locate the right students to meet your needs. **If you would like our assistance in identifying students to work with your agency, please fill out this request form and fax it to 818-677-5935.**

Basic Information

Community Organization _____

Type of Organization: Non-Profit Government School Other

Executive Director of preferred contact: _____

Address: _____ Phone: _____

Alt. Phone: _____ FAX: _____

E-mail: _____ Website: _____

1. Briefly describe the mission of the organization/agency. Who is served? In what capacity?
2. Briefly describe any ongoing needs or special projects with which students can assist agency staff.
3. What is the minimum number of hours you would require of a student in service?
1-5 6-10 11-15 16-20 21-25 26-30 30+
4. During what days and hours will you accept students for service?
5. Are there specific departments/faculty with whom you would like to be partnered?

Service Locations:

(1) Site Name: _____

Site Supervisor: _____ Secondary Supervisor: _____

Phone: _____ Fax: _____

(2) Site Name: _____

Site Supervisor: _____ Secondary Supervisor: _____

Phone: _____ Fax: _____

(Add additional contact information if necessary for multiple sites).

Inherent Risks

Please list all known risks inherent to the students' service environment associated with your organization (facility hazards, location concerns, client or personnel issues, etc.). In addition, should additional risks become identified, the agency must agree to communicate all risk-related concerns immediately to the supervising faculty member.

Please initial here in acceptance of this requirement: _____

Partnership Training:

To ensure that both CSUN and the community organization observe all rules, regulations, and procedures in place with their respective organizations, we require that a designated representative attend a Community Organization Partnership Training. Please initial below in acceptance of this requirement:

Our organization will designate at least one representative to attend a Partnership Training.

Please initial here in acceptance of this requirement: _____

Please add or attach any additional rules, regulations, and/or procedures of your organization that our students are expected to follow during our partnership.