

Community Partner Profile and Student Request Form

The Office of Mentoring and Service-Learning (OMSL) at City College of San Francisco thanks you for your interest in participating in our service-learning program. 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, students are able to examine the role of community organizations and contribute to them.

Please take a few minutes to complete the information below so that we can know a little bit more about your organization or agency. Please return the form via fax, (415) 239-3791 or mail to The OMSL, City College of San Francisco, 50 Phelan Avenue, Mailbox: S49, San Francisco, CA 94112.

Community Partner Information

Community Organization: _____

Type of Organization: Non-Profit Government School Other

Executive Director or Preferred Contact: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Would you like to be included on our website that lists **volunteer** opportunities?

YES _____ NO _____

1. Briefly describe the mission of the organization/agency. Who is served? In what capacity?
2. Briefly describe ongoing needs or special projects with which students can assist agency staff.
3. Are there specific departments/faculty at City College of San Francisco with whom you would like to be partnered?

4. What is the minimum number of hours you would require of a student in service over the course of a 16 week semester?
- 1-10 hours 11-20 hours 21-30 hours 30+ hours
5. During what days and hours will you accept students for service?
6. Is there a volunteer process and training established at your organization/agency? What does it include?
7. How will students be informed of:
- Organization/Agency Orientation and Mission
 - Safety Procedures and Emergencies
 - Confidentiality, Sexual Harassment and Mandatory Reporting on Abuse/Neglect
8. Tuberculosis/Fingerprinting:
- Is a TB test required? Yes No
 - Is Fingerprinting/Background check required? Yes No
 - If either is required, will the organization pay for the test and/or Fingerprinting/Background Check?

Comments: _____

Service Locations:

- Site Name: _____
- Site Supervisor: _____
- Secondary Supervisor: _____
- Phone: _____ Fax: _____

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(continued)

• Site Name: _____

Site Supervisor: _____

Secondary Supervisor: _____

Phone: _____ Fax: _____

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

Thank you for taking the time to complete this request for information. Please feel free to contact our office regarding any questions or concerns.

The Office of Mentoring and Service-Learning
City College of San Francisco
50 Phelan Avenue, Mailbox: S49
San Francisco, CA 94112
Phone: 415.239.3771 Fax: 415.239-3791
www.ccsf.edu/mentor_sl

(Adapted from "Community Partner Guide to Service-Learning & Volunteerism." CSU Northridge, Center for Community Service-Learning and the Volunteer Program and "Community Site Visit Checklist." CSU, Monterey Bay Service Learning Institute.)