Community Engagement
Opportunities Form

Please update your contact information and provide a brief description of the opportunities for students to provide direct service and capacity-building support for your organization. This form is meant to explore and collect your organization’s service opportunities and will be a tool in developing specific position descriptions in the future.

Academic Term: ____________________________

I. Service Partner Information

Name: ______________________________________

Address: ____________________________________

City: _________________________________________

State: _________________________________________

Zipcode: ______________________________________

Phone Number: ( ___ ___ ) ___ ___ ___ ___ ext. ___ ___ ___

Fax Number: ( ___ ___ ) ___ ___ ___ ___ ext. ___ ___ ___

Mission Statement:

II. Site Supervisor Information

First Name: ____________________________________

Email Address: _________________________________

Phone Number: ( ___ ___ ) ___ ___ ___ ___ ext. ___ ___ ___

Title: _________________________________________
III. Direct Service with Clients

**Opportunity 1**

Position Title: 

Date(s) and Times: 

*Please check the appropriate time commitment*

- [ ] One-time
- [ ] Occasional
- [ ] Regular

Number of students needed: 

*Please describe:* 

---

**Opportunity 2**

Position Title: 

Date(s) and Times: 

*Please check the appropriate time commitment*

- [ ] One-time
- [ ] Occasional
- [ ] Regular

Number of students needed: 

*Please describe:*
### IV. Capacity-Building Project Opportunities

This section is designed to aid in exploring and collecting potential capacity-building service opportunities for students within your organization. Please check the appropriate items and provide a brief description.

#### Volunteer Management

**Coordinating/managing service program:**

- [ ] program coordination/management
- [ ] improve systems for volunteer supervision
- [ ] train staff to work with volunteers
- [ ] improve volunteer tracking
- [ ] update volunteer training/curriculum
- [ ] update volunteer policies and procedures
- [ ] evaluate volunteer program
- [ ] implement a volunteer impact assessment

**Volunteer Recruitment:**

- [ ] improve volunteer recruitment plan
- [ ] recruiting community volunteers
- [ ] recruiting student volunteers
- [ ] volunteer recognition activities
- [ ] improve volunteer placement system
- [ ] volunteer communication tools

*Please describe:*

#### Training and Program Development

- [ ] organize staff or volunteer training workshops
- [ ] develop new training modules
- [ ] develop curriculum for new or existing program(s)
- [ ] develop operations manual for new or existing program(s)
- [ ] develop or implement new program

*Please describe:*

#### Fundraising

- [ ] organize/support fundraising event
- [ ] identify grant or other funding sources
- [ ] write grants

*Please describe:*

---

page 3 of 4
Communications

**Website and Social Media Development:** Assistance with website or social media:
- ☐ external website
- ☐ Facebook/Google+
- ☐ Twitter
- ☐ blog
- ☐ web-based community forum
- ☐ webinars

**Communications:** Setting up or improving on-going communications with partners or volunteers, including:
- ☐ e-mail lists
- ☐ document sharing platform
- ☐ basic wiki page
- ☐ identifying potential partners
- ☐ brochures, newsletter, marketing materials

**Meeting Logistics and Support:** Assistance with organizational or networking meetings or community forums:
- ☐ managing invitations
- ☐ finding meeting space
- ☐ taking meeting minutes
- ☐ follow-up mailings

*Please describe:*

Research

**Community-Based Research:** Carrying out community-based research project(s), including:
- ☐ surveys
- ☐ data analysis
- ☐ GIS mapping
- ☐ oral histories
- ☐ program assessments or evaluations
- ☐ data collection for tracking/reporting
- ☐ develop or improve database

**Policy Research:** Carrying out policy or program research on:
- ☐ PolicyOptions issue briefs
- ☐ funding opportunities
- ☐ current studies or evaluations
- ☐ evidence-based practices / model programs
- ☐ organizations
- ☐ regulations
- ☐ legislation
- ☐ identifying upcoming meetings/conferences

*Please describe: