



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:

- | | |
|--|---|
| <input type="checkbox"/> program coordination/management | <input type="checkbox"/> update volunteer training/curriculum |
| <input type="checkbox"/> improve systems for volunteer supervision | <input type="checkbox"/> update volunteer policies and procedures |
| <input type="checkbox"/> train staff to work with volunteers | <input type="checkbox"/> evaluate volunteer program |
| <input type="checkbox"/> improve volunteer tracking | <input type="checkbox"/> implement a volunteer impact assessment |

Volunteer Recruitment:

- | | |
|---|---|
| <input type="checkbox"/> improve volunteer recruitment plan | <input type="checkbox"/> volunteer recognition activities |
| <input type="checkbox"/> recruiting community volunteers | <input type="checkbox"/> improve volunteer placement system |
| <input type="checkbox"/> recruiting student volunteers | <input type="checkbox"/> volunteer communication tools |

Please describe:

Training and Program Development

- | | |
|--|---|
| <input type="checkbox"/> organize staff or volunteer training workshops | <input type="checkbox"/> develop operations manual for new or existing program(s) |
| <input type="checkbox"/> develop new training modules | <input type="checkbox"/> develop or implement new program |
| <input type="checkbox"/> develop curriculum for new or existing program(s) | |

Please describe:

Fundraising

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> organize/support fundraising event | <input type="checkbox"/> write grants |
| <input type="checkbox"/> identify grant or other funding sources | |

Please describe:

Communications

Website and Social Media Development: Assistance with website or social media:

- | | |
|---|--|
| <input type="checkbox"/> external website | <input type="checkbox"/> blog |
| <input type="checkbox"/> Facebook/Google+ | <input type="checkbox"/> web-based community forum |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> webinars |

Communications: Setting up or improving on-going communications with partners or volunteers, including:

- | | |
|--|---|
| <input type="checkbox"/> e-mail lists | <input type="checkbox"/> identifying potential partners |
| <input type="checkbox"/> document sharing platform | <input type="checkbox"/> brochures, newsletter, marketing materials |
| <input type="checkbox"/> basic wiki page | |

Meeting Logistics and Support: Assistance with organizational or networking meetings or community forums:

- | | |
|--|---|
| <input type="checkbox"/> managing invitations | <input type="checkbox"/> taking meeting minutes |
| <input type="checkbox"/> finding meeting space | <input type="checkbox"/> follow-up mailings |

Please describe:

Research

Community-Based Research: Carrying out community-based research project(s), including:

- | | |
|---|---|
| <input type="checkbox"/> surveys | <input type="checkbox"/> program assessments or evaluations |
| <input type="checkbox"/> data analysis | <input type="checkbox"/> data collection for tracking/reporting |
| <input type="checkbox"/> GIS mapping | <input type="checkbox"/> develop or improve database |
| <input type="checkbox"/> oral histories | |

Policy Research: Carrying out policy or program research on:

- | | |
|--|--|
| <input type="checkbox"/> PolicyOptions issue briefs | <input type="checkbox"/> organizations |
| <input type="checkbox"/> funding opportunities | <input type="checkbox"/> regulations |
| <input type="checkbox"/> current studies or evaluations | <input type="checkbox"/> legislation |
| <input type="checkbox"/> evidence-based practices / model programs | <input type="checkbox"/> identifying upcoming meetings/conferences |

Please describe: