
Community Partner Registration Form

This form is used for community partners to assist the Honors College coordinating the service-learning activities for Honors students including but not limited to: scheduling, determining the needs of the community organization, developing community projects, connecting students to their desired agency, etc.

Part 1: Community Partner Information

Organization Name: _____ Supervisor Name: _____

Program Address: _____

Phone Number: _____ Email: _____

Website URL: _____ Hours of Operation: _____

Please provide a brief description of your community organization along with your mission and/or goals:

Do you have any promotional materials that you could share with us? Yes or No
If so, could you please send them electronically?

Part 2: Scheduling

The University Honors College asks that each community partner work with a **minimum of 5** and a **maximum of 25** students at their site. With this in mind, how many Honors College First-Year students may serve at your organization's site?

Number of Honors Students Requested: _____

When will students be able to begin and end their service work at your organization's site? Since the spring semester begins in late January, the Honors College recommends that students begin their work in **February** and end in early **April** to ensure the completion of a minimum of 20 service hours.

Start Date: _____

End Date: _____

What hours during the week is your organization available for students to perform service work? Be sure to include the number of students that your organization can handle for each particular day.

Days of the Week	Check All that apply	Hours Available	Number of Students Per Day
Sunday:			
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:			
Saturday:			

May students work from home or on-campus to fulfill some of their hours? Yes or No

**In the past some Community Partners have allowed students to work on projects from home, we ask that if you are interested in allowing students to do this as well, that they complete ½ of the minimum number of hours on-site at your organization.*

Part 3: Transportation and Parking Information

Provide directions to your organization from the University at Buffalo's North Campus:

Do you have multiple agency locations where the students could work? Yes or No

If so, please include the location of each of these organizations:

Is it recommended that students have car to get to your organization's site? Yes or No

Does your organization have a parking lot or nearby on-street parking? Yes or No

If you have a private parking lot, may our students park their cars there? Yes or No

Part 4: Service Learning Tasks, Projects, and Student Preparation

The overarching goal of the Honors Colloquium service learning program is to provide students with meaningful service-learning activities that benefit the city of Buffalo through a wide range of learning opportunities, including but not limited to: tutoring, program planning, neighborhood revitalization, fundraising, etc. With this in mind, we would like to ensure that our students are prepared to provide each community organization with the necessary support that they need to obtain their goals.

SERVICE-LEARNING TRACKS:

A) Choose the appropriate track that describes the type of services you offer in accordance with your organization:

- ☐ **Education:** Provides educational services for students P-16 that may include but not limited to: tutoring, teaching basic computer skills, serving as a classroom assistant, conducting workshops and/or after school activities, mentoring, college prep, gallery host, school readiness skills, assist education curator in programming based exhibitions for diverse audiences, promoting camp activities, training, assist with college application

process, developing presentation materials, work with teachers/students in mentoring STEM education programs in Public Schools, facilitating life skills, etc.

- ☐ **Environmental Sustainability and Neighborhood Revitalization:** Assists with the re-development of the Buffalo community through service projects primarily performed outdoors, including but not limited to, tree planting, refurbishing homes, removal of graffiti, community garden work, research strategies for litter reduction, and on building, housing rehabilitation, etc.
- ☐ **Community Health:** Assist with providing services in the medical community including but not limited to, medical outreach, blood drive hosts, sponsors and volunteers, program planning, working with elderly in a nursing home or community care facility, healthcare education, etc.
- ☐ **Social Justice and Community Organization:** Provide support to community organizations in the City of Buffalo that represent a diverse group of people through collaboration that helps to build civic engagement capacity through the utilization of social justice strategies. Some work may include: engaging residents to register to vote, coordinating discussions around socio-economic issues, addressing inequity in the workforce, research focus groups, serving on a board and/or planning committee, etc.
- ☐ **Non-Profit and Small Business:** Assist non-profit agencies with behind-the-scenes tasks that are administrative in nature, focused on specialized projects and/or coordinating events, including but not limited to: fundraising, grant research and writing, community organization, member services, data entry, marketing, PR, serve on committees, leadership task force, communications, editing and design project support, etc.
- ☐ **International Services (i.e., asylum seekers, refugee populations, etc.):** Provides assistance to men, women, and children that may have recently migrated to the United States from other countries by providing support services in a variety of areas including but not limited to: teaching basic cultural customs, tutoring, program development, etc.
- ☐ **Housing and Human Service Programs:** Supports the basic needs of the community through a variety of human services programs that support healthy living throughout the City of Buffalo, including but not limited to, meal preparation, working with the homeless, assist with running a shelter, prepare thrift store donations, public awareness outreach, stock pantry, activities with developmentally disabled adults, sort and hang clothing, etc.
- ☐ **Other:**

TASKS:

- A) Please provide a description of tasks that your organization would like our Honors Students to complete during of the course of the semester:

PROJECTS:

- A) Please provide a description of project (i.e., reading literacy curriculum, website, develop a fundraising proposal, community based research, etc.) that your organization would like our Honors Students to complete during the course of the semester:

STUDENT PREPARATION:

- B) Would you or a representative be available to participate in any of the following activities on UB North Campus:

- ☐ Community Partner Service Fair - Fall Semester
- ☐ Community Partner Panel Discussion – Fall Semester
- ☐ In-Class Orientation – Spring Semester **(Colloquium Only)**

C) Will you be able to conduct an on-site orientation for students in the spring? Yes or No

If so, can you share the details below or on a separate page?

D) What type of paperwork do students need to complete prior to starting their service-learning experience with your organization? Please include an electronic copy of this paperwork and indicate if there is a cost to the student for any of these processes (e.g., background check).

- ☐ Background Check
- ☐ Confidentiality Form
- ☐ Safety Form
- ☐ Other: _____

E) What kinds of reading materials would you suggest our students read prior to and during their service-learning experience to learn more about the population that your agency services in the community? If possible, please include a copy of the reading(s) along with your registration form.

F) What kinds of skills, knowledge and/or professional are needed to be successful at your organization? Please check all that apply:

- ☐ Cultural Competency
- ☐ Critical Thinking and Problem-Solving Skills
- ☐ Web Development
- ☐ Effective Communication Skills

☐ Other: _____