



Wisconsin | Campus Compact

## Making Contact

Often times it can be difficult to figure out where to start in looking for a higher education partner. Use these tips to help you find the best contact:

- Start with your or your colleagues' personal contacts. These people can help you interpret the institution's organization, give you advice for where to start, or make introductions. This can save you a lot of time and energy.
- See if the institution has a type of community service offices. On campuses that have them, these are the primary contact for groups seeking volunteers or service-learners. These offices may have the following names:
  - Volunteer Center or Office
  - Community Service Office
  - Service-Learning Office
  - Community Connections
  - Community Partnerships
  - Campus-Community Partnerships
  - America Reads (for tutoring/literacy programs)
  - Tutoring (or Mentoring) program,
  - Other offices with the word "service" or "community" in the title
- Other possible campus contacts are:
  - Public Relations or Neighborhood Relations office
  - Internships or Career Center
  - Student Clubs
  - Residential Life
  - Campus Ministry
  - Athletics
  - Work-Study or Financial Aid Office
  - Individual academic departments (in particular, try Education, Sociology, Political Science, Urban Studies, Nursing, Social Work, Law, or Medicine)
  - Dean or Vice President's Office – While it's rare that they would coordinate these partnerships, they should be aware of offices that do.

The Wisconsin Campus Compact office ([wicampuscompact.org](http://wicampuscompact.org)) also has valuable information and resources that also help you make the right contact.

Adapted from Scheibel, Jim, Erin M. Bowley, and Steven Jones. *The Promise of Partnerships: Tapping into the College as a Community Asset*. Providence, R.I.: Campus Compact, 2005.