

Service-Learning Community Partner Information

1. *Site Name:* _____ *Date Updated:* _____
2. *Supervisor(person students should be directed to contact for agency)*
3.
 - i. *Phone number:* _____
 - ii. *Email Address:* _____
 - iii. *Best time to reach you:* _____
- b. *Designated Staff Supervisor(alternative site supervisor):* _____
4. *Description of Services(Days and Times available for service):* _____
5. *How many students can be referred to site?* _____
6. *Orientation?* _____
7. *Volunteer forms needed by agency (screening proceeds, confidentially forms needed by agency, in addition to universities)? If so, please provide:*
 - a. *Screening procedure, how long does it typically take?* _____
 - b. *Contacting student after screening procedure?* _____
8. *Are there any other rules and/or regulations needed for the site?* _____