



UNION COLLEGE
KENTUCKY'S FIRST COLLEGE IN THE MOUNTAINS

**Common Partners Program
Service Opportunities Form**

General Agency Information

Agency Name _____

Street Address _____

City _____ State _____ Zip _____

Country (if not U.S.) _____

Phone _____ Fax _____

Email _____ Website _____

Is this a 501(c)(3) organization? Yes No

Contact Information

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Agency Type

Primary Service Type

Human Need

Education

Public Safety

Environment

Secondary Service Type

Non-Profit

Government Organization

Public School

Service Information

Position Title _____

Roles and Responsibilities _____

Number of available positions with this title _____

Location Community School Campus

Issue Area Human Needs Education Public Safety Environment

Service Type (and percentage) Direct Service _____ Program Support _____

Semester of Opportunity Fall Spring Summer

Average Weekly Hours _____

Qualifications (circle 3-6)

Active Listening Balance/Boundaries Budgeting Communication

Conflict Resolution Decision Making Delegation Evaluation/ Research

Event Planning Marketing/Public Relations Grant Writing Fundraising

Mediation Organization/Planning Networking Public Speaking

Reflection Public Education/Advocacy Running a Meeting Teamwork

Working with Diverse Groups Volunteer Management

Is a stipend or living allowance offered? Yes No

Is this a Federal Work Study position? Yes No

Are any of these reimbursed? Tolls Parking Gas Meals

What are the transportation requirements? _____

Information for Agencies

The Union College Common Partners Program seeks to place students with quality non-profit organizations throughout the school-year and summer months who will treat the students not as “free labor,” but instead as future leaders in hands-on training. Ideally, we seek organizations that will place students in situations that both utilize their skills and challenge them to fulfill self-set learning goals.

Organizations wishing to host a Union College student as a service worker throughout the school-year and/or summer are required to submit a fully-completed service opportunity form to be considered an official partner organization. Information gathered from this form will be entered into the Bonner Web-Based Reporting System, as required by the Corella and Bertram F. Bonner Foundation, and will be published in the Common Partners Service Opportunity Directory provided to Union College students, faculty, and staff seeking ways to be civically engaged. To remain in good standing, a partner may be required to complete evaluations on student service as well as annual partner training.

Deadline for filing forms:

FALL SEMESTER	SEPTEMBER 10
SPRING SEMESTER	JANUARY 31
SUMMER	APRIL 15

Completed forms and correspondence should be sent to:

**Common Partners Program
Union College
310 College Street
Box D-12
Barbourville, KY 40906**

Phone) 606.546.1602

Fax) 606.546.1722