

DIRECTORY TEMPLATE

Please complete the following form and return it to the Center for Service Learning so that we may add your agency to our Partnering Agency Directory. Each student participating in Service Learning will receive a copy of the Directory so that they may contact the agency or school that best meets their course requirements. When completing the Service Learning Opportunities/Assignments section, please list any need your agency has that you are unable to fulfill.

Agency Information – Contact Info for the Agency & Volunteer Coordinator	
Agency Name:	
Agency Address:	
Web Site:	
Contact Person:	
Contact Phone #:	
Email Address:	
Contact Fax #:	
Agency Description	
Agency Description: <i>(Please give a brief description of your agency and its mission.)</i>	
Opportunities: <i>(Please give a brief description or list of volunteer opportunities that may be available at your agency.)</i>	
Agency Details	
Orientation Training Schedule: <i>(Briefly list any scheduled volunteers will need to complete, or note training during volunteer.)</i>	
# Volunteers Needed: <i>(# of volunteers needed daily/per semester/etc.)</i>	
Hours of Operation: <i>(Hours of general operation & possible volunteer hours.)</i>	
Age Requirement: <i>(Please specify any age requirement for volunteering with your agency.)</i>	
Requirements: <i>(Any other requirements volunteers must fulfill before serving with your agency.)</i>	
Public Transportation Access: <i>(Is public transportation available to your agency or service sites? If so, which?)</i>	