



COMMUNITY PARTNER NEEDS ASSESSMENT FORM

Please complete this form to the best of your ability. All of the data will be entered into the Service Learning Community Partners Database so that we can better serve your organization. If you have questions, please contact us at any time. We are here to be as much or as little help as you need.
In Kenosha, please contact Madeline Carrera, Service Learning Specialist carreram@gtc.edu or 564-3138.
In Racine, please contact Pheng Xiong, Service Learning Specialist xiongp@gtc.edu or 619-6488.

CONTACT INFORMATION

ORGANIZATION NAME: _____ Website: _____
 NAME: _____ TITLE _____
 Address, City, & Zip: _____
 Phone #: _____ Ex. _____ Fax #: _____
 E-mail: _____

ORGANIZATION OVERVIEW

Organization Mission:

Please indicate your organization's focus area(s). Check all that apply.	<input type="checkbox"/> Senior Care	<input type="checkbox"/> Children/Youth	<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Women
	<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Nonprofit/Business Management	<input type="checkbox"/> Human Services	<input type="checkbox"/> Animal Welfare
	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Immigrants/Refugee Assistance	<input type="checkbox"/> Disabilities	<input type="checkbox"/> Computer / Technology
	<input type="checkbox"/> Environmental Protection	<input type="checkbox"/> Adult Education/Literacy	<input type="checkbox"/> Legal/Advocacy	<input type="checkbox"/> Workforce Development
	<input type="checkbox"/> Homelessness / Hunger	<input type="checkbox"/> Mental Health	<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Other (please describe)

SERVICE LEARNING OPPORTUNITIES

(Check all that apply)

Service Learning Students are needed	<input type="checkbox"/> One-time basis (i.e. special events, specific projects) <input type="checkbox"/> On-going basis
Service Learning Students are needed for	<input type="checkbox"/> Special Events <input type="checkbox"/> Fundraising <input type="checkbox"/> Administrative Work <input type="checkbox"/> Advocacy <input type="checkbox"/> Other (please describe):
Service Learning Students are needed	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM <input type="checkbox"/> PM
Service Learning Students are required clearances	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what clearances: If yes, does the organization pay for the clearances:
Service Learning Students are required to complete an agency training program	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe what this program entails:

Is this organization accessible by public transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please list:
How many service Learners can this organization accommodate in one semester?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other:
How many hours can this organization provide a semester (15 weeks long) per student?	<input type="checkbox"/> less than 20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 *Note: Students in the Learning to Serve (890-105) class minimum requirement is 36 hours per semester.
Does this organization carry liability insurance that covers volunteers/service learners?	<input type="checkbox"/> Yes <input type="checkbox"/> No *Note: All organizations that host service learners must carry liability insurance.
Please list any special skills needed to be a service learner at your organization	
Please share any additional information that is relevant to service learning with your organization	

PARTNERING WITH THE SERVICE LEARNING OFFICE OF GATEWAY TECHNICAL COLLEGE

In order to ensure that the Service Learning Center is accurately tracking and documenting the service we provide to the community, we need our agency partner's support.

Are you willing to complete a monthly Service Report (provided by the Service Learning Center) which will ask you to track GTC service learning students, confirm their service hours, and reflect on their performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to provide the Service Learning Center with photos and/or video of service learning students at your agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to provide the Service Learning Center with information regarding your organization and service learning opportunities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please mail the materials to: Madeline Carrera 3520 30 th Avenue Kenosha, Wisconsin 53144
Are you interested in being a guest speaker at events pertaining to service learning/ your agency's impact area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you interested in being a guest speaker during the first three weeks of any service learning class? If so, please specify which campus.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Kenosha <input type="checkbox"/> Elkhorn <input type="checkbox"/> Racine <input type="checkbox"/> Burlington <input type="checkbox"/> Lakeview Tech <input type="checkbox"/> Horizons Center <input type="checkbox"/> CATI	

Any additional comments:

NOTE: IF YOU EVER HAVE ADDITIONAL QUESTIONS, COMPLAINTS, OR COMMENTS, PLEASE EMAIL CARRERAM@GTC.EDU OR XIONGP@GTC.EDU

THANK YOU FOR COMPLETING THIS FORM!

Please return a copy to:

Madeline Carrera	3520 30 th Avenue, Kenosha, WI 53144	F: 262.564.2063	E: carreram@gtc.edu
Pheng Xiong	1001 S. Main Street, Racine, WI 53403	F: 262.619.6488	E: xiongp@gtc.edu