Format for submitting organization descriptions for service learning classes

This description needs to be submitted prior to the beginning of each semester (deadline dates for turning in the description are included in the calendar) or as the information changes. Please follow this format by editing job description to fit accordingly.

Organization Name
Neighborhood name and geographic area of the city
Contact Person
Title of contact person
Phone Number and Email address
Best time of day and method (email/phone) to contact you
Address of organization
Bus lines you are on or close to
Orientation and Training Dates and Locations
Description of organization, what you do, who you work with in the community, etc.
Positions and brief description of what students could do with your organization
Program locations (if different from organization address)
Days and Hours for specific programs (i.e. M-F 9-11 am, weekends, T/Th 6-9 pm)
Special requirements (majors, experience or qualities sought, age requirements, etc.)
Number of students you are willing to take this semester in each program
Other things you want to convey to students about your organization

see sample on following page ➤
Sample description from a community partner:

Project for Pride in Living, Phillips Neighborhood, South Minneapolis

Contact: Sarah Koschinska; 612-813-3236; sarah.koschinska@ppl-inc.org for Youth Programs
Contact: Jim Fournier; 612-813-3264; jim.fournier@ppl-inc.org for all other programs

2516 Chicago Avenue So., Minneapolis, (Across from Children's Hospital)

Orientations will be scheduled individually or according to location.

Background on the organization: PPL’s Mission: To assist low income and moderate income people to become self-sufficient by addressing their job, housing, and neighborhood needs. PPL’s motto: Give me a fish and I eat for a day; Teach me to fish and I eat for a lifetime. PPL has been operating in the Twin Cities since 1972.

Ways for students to be involved:

PPL Scholars Tutor/Mentor: Location: Lincoln Elementary School, Near North, Minneapolis. This program aims to support youth in increasing school attendance and improving grades. Be paired with one or two youth and assist them with homework and continue to build a relationship during recreational time. Hours: Monday or Tuesday, 5:45pm–7:30pm.

Edison/PPL School Tutor/Mentor: Location: In Minneapolis at 2225 E. Lake Street, on the corner of Lake St. and Hiawatha. Work at the new, innovative Edison/PPL School (grades K-8) with urban students as a Classroom Aid. As a Classroom Aid you would support & assist a teacher with preparation and classroom organization and work alongside students. Be paired with the art teacher or any of our K-5 classes. Flexible 10:00 - 3:30.

Tutor (adults): At PPL Industries Job Training Program, tutor an adult job trainee who is studying for his or her Graduate Equivalency Exam (GED) or needs help with Adult Basic Education, introduction to computer use, or English as a Second Language (ESL). Training is provided. Hours: Flexible, one-hour sessions, M-F, 8:30am–3:30pm.

Location: 509 S. Washington Ave. in downtown Minneapolis.

Fix It! Multi-Family Housing Repair: Work with a retiree volunteer on inner-city housing repairs in Minneapolis. No formal experience needed. Set your hours on M, Th, or Fri mornings with a start time of 8:15am. Location: Various locations in Minneapolis and St. Paul.

Photographer: Assist us in communicating activities and results of PPL programs through photos. Scan photos, organize photo archives, and take pictures of program activities. Flexible scheduling.

Research Assistant for Affordable Housing Proposals: Develop a case study of support for affordable housing grants. Student will do a combination of research, writing, and analysis and may be involved in drafting and finalizing a proposal. Hours to be set between 8am-5pm, M–F.

Participant Success Stories Writer: Document the success stories of 10 participants who were PPL’s 2000 Self-Sufficiency Awardees. Interview participants and write up their stories/biographies for uses in publications such as newsletters, annual reports, etc. Hours to be very flexible and will be set between student and staff supervisor.