

**CSULB Center for Community Engagement  
Community Service Learning Opportunity**

The information you provide will enable the Center staff to begin seeking potential faculty partners for your agency

This is my first time contacting the CCE       I am updating our agency/service learning information

**Organization Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **CA**      **Zip** \_\_\_\_\_

**Exec Director Name** \_\_\_\_\_ **Primary Contact** \_\_\_\_\_

**Title** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Web page** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Days & hours of operation:** \_\_\_\_\_

**Organization Description**

For each service-learning position, provide the following:  
(you may attach additional sheets)

**Position** \_\_\_\_\_

**Position Description**

**Number of students needed** \_\_\_\_\_ **Number of hours per week** \_\_\_\_\_

**Time frame during which students can serve (days/hours)** \_\_\_\_\_

**Service Location** \_\_\_\_\_

**Directions** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Requirements**

- TB Test \_\_\_\_\_
- Fingerprinting \_\_\_\_\_
- Background Check \_\_\_\_\_
- Minimum Age Req \_\_\_\_\_
- Orientation (include schedule) \_\_\_\_\_
- Training (include schedule) \_\_\_\_\_
- Other Requirements \_\_\_\_\_

**Do you provide volunteer liability/worker's compensation coverage?** **Amount:** \_\_\_\_\_

- Both Liability and Workers Compensation     Volunteer Liability only     We currently do not provide coverage

Please email this form to [cce@csulb.edu](mailto:cce@csulb.edu) or fax to (562) 985-2129  
CSULB Center for Community Engagement, 1250 Bellflower Blvd. Long Beach, CA 90840-2007  
Call (562) 985-7131 for further information or visit [www.csulb.edu/cce](http://www.csulb.edu/cce)