

Community Service Learning Program
Dr. Kimberly King
California State University at Los Angeles
Agency Information Collection Form

Please print out, complete and mail to: Dr. Kimberly King, Psychology Dept., Cal State LA, 5151 State University Drive, LA, CA 90032 or complete and send via email to kking3@calstatela.edu

Today's Date _____

Agency Name: _____

Name of volunteer contact person(s): _____

Title of contact person(s): _____

Phone number of contact person(s): _____

Email address of contact person(s): _____

What are the best times/days to contact this person? _____

What neighborhood or community are you located in? _____

Agency Address: _____

URL (Website Address): _____

What services or activities are conducted by your agency? Please be as detailed as possible.,

Can you describe the population(s) that you serve? Age? Ethnic or language group? #'s?

Our quarter lasts for 8 weeks, how long a commitment do you want from volunteers? _____

How many hours per week is the student expected to work? _____

Can volunteers work during the weekends or evenings? Yes No

Do you offer a formal training program for volunteers? Yes No

If so, how many hours is the training program? _____

How often is the training program offered? Is it on specific days/times?

If no formal training program is offered, how are volunteers trained?

Is there an orientation program for volunteers? Yes No

If yes, please describe:

What are the personal qualities you look for in volunteers?

Are there any required skills/qualities?

Are there any tests or additional requirements for students to volunteer? Yes No

If yes, please check all that apply:

Fingerprinting TB Test Other Health Screening

Drivers License Certificate _____

Coursework _____

Other _____

Will the student receive direct supervision? Yes No

If yes, how often and for how long will the student meet with her/his supervisor?

Can you describe briefly what supervision entails?

How is your agency funded?

Do you have any information/pamphlets on your agency that you could send to us? Yes No

If yes, please send to Kimberly King at address above.

May we post this information about your agency on our web site? Yes No

Other Comments: _____
