COMMUNITY SERVICE PROGRAM

Information Required From Potential Providers

The Office of Judicial Affairs oversees operations for the Community Service Program at the University at Buffalo. To ensure that the program runs smoothly our lines of communication must be clear. Providers must be easily accessible for the program’s participants. Deadlines are an integral part of the Community Service Program; therefore, the Office of Judicial Affairs will need to keep in contact frequently with each of its providers. Compensation in the form of pay, internship or course credits, are not considered Community Service. Work done by Community Service Participants must be directly supervised.

Please answer the following questions completely.

Date: _______________  Organization: ____________________________________________

Contact Person: ___________________________  Address: ____________________________

Phone: ___________  Fax: ___________  E-mail: ________________________________

What days and times is the contact person available?

________________________________________________________________________

What days and times can Community Service participants work?

________________________________________________________________________

Description of Community Service participant’s duties at the site:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How many Community Service participants can you take at one time? ________________

Are there certain conditions under which you would not accept a Community Service participant? ________________________________________________________________________________

Will this work be supervised?  Yes    No

Name of the person who would sign off (and therefore be accountable for) paperwork for Community Service participants: ____________________________

All requests to become a part of UB’s Community Service Program will be reviewed by the Coordinator for Community Service.