Wheeling Jesuit University
Service Request Form
(On-going Projects)

Agency______________________________________________________________________________________________________________
Supervisor/Contact Person _________________________________________________________ Phone ____________________________
Volunteer Title ___________________________________________________________ Number of students needed ___________________

Duty Description _____________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Will students have direct contact with your clients? Yes or No

Service Category (s): Check all that apply

- After-School K-6
- After-School 7-12
- Animal Rights
- Children & Youth
- Civil Rights
- Disability Service
- Disaster Services
- Ecumenical
- Food Distribution
- Homelessness
- Housing
- Health Services
- Legal Services
- Literacy (Adult)
- Pre-natal
- Senior Services
- Sexual Assault
- Transportation
- Other ___________________
- Other ___________________
- Other ___________________

Skills needed for this position: _________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Will there be an orientation for volunteers? Yes or No

When (if known) ______________________________ Where _________________________________________________________________
Time of day _________________________________ Contact information ______________________________________________________
Description of Orientation _____________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

(If you have any materials from your orientation or about your agency please send them with this form)

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Is this position Federal Work Study? Yes or No

Is this a paid position through your agency? Yes or No

If yes, what is the hourly rate or stipend? ________________________________

How often will you provide evaluation for this position?

____________ Weekly       ______________ Monthly        ______________ By Semester

** How will you provide evaluation for the student?

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

** Note: We have student evaluation sheets available.

Are there any additional services Wheeling Jesuit University can provide to your agency?

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Thank you for your time! We will begin recruiting students as soon as this form is received. We cannot guarantee that all positions will be covered yet, we will advertise them on campus within our various service programs.

Please return this form to:

Erin McDonald, Assistant Director
Service for Social Action Center
112C Acker Science Center
316 Washington Avenue
Wheeling, WV 26003
Phone: 243-8728
Fax: 243-6244

You may obtain an electronic copy via email at emcdonald@wju.edu