



# 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?

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\*\* *Note: We have student evaluation sheets available.*

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

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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](mailto:emcdonald@wju.edu)**