

## FILLING OUT THE SELF-PLACEMENT FORM

### 1) Name you service site / check to see if your organization is one we already work with:

- a. Consider searching for all possible names of the organization, including abbreviations. For example, ROOTS is an acronym, so you could search for the full name, "ROOTS Young Adult Shelter" or "Rising Out of The Shadows Young Adult Shelter."

If your organization is listed in the drop down menu:	If your organization is <u>not</u> listed in the drop down menu:
<ol style="list-style-type: none"> <li>1. Select it.</li> <li>2. Make sure that the "New organization?" box is <u>UNCHECKED</u>.</li> <li>3. Select the name of the correct "contact person" from the drop down menu. If someone NOT listed in the drop down menu is serving as your contact person, email the Carlson Center (<a href="mailto:serve@uw.edu">serve@uw.edu</a>) right away, BEFORE you continue with the self-placement form. In the email, provide the name of your organization and the correct contact person's first and last name, position title, and best email address and phone number to reach them. We will add them to the drop down menu and contact you to indicate that you can continue with the self-placement form.</li> </ol>	<ol style="list-style-type: none"> <li>1. Create a new organization profile for your service site.</li> <li>2. Make sure to CHECK the "New organization?" box.</li> <li>3. Enter:               <ul style="list-style-type: none"> <li>• The organization's full name</li> <li>• Its mailing address</li> <li>• Its website</li> <li>• Under "what is the organization all about?", enter its mission statement, or a description of what it does (you can usually pull this from it's website)</li> <li>• The first and last name of your contact person (site supervisor), their position title, and the best email address and phone number to reach them at. This contact information is necessary in order for your course instructor and the Carlson Center to ensure you complete the service-learning requirement for the course, and therefore has bearing on grading.</li> </ul> </li> </ol>

### 2. Enter Your Position Information

- a. Your position title
- b. Set the context for how this service-learning position contributes to the mission of your organization. How are you specifically contributing to the mission through your volunteer work?
- c. Describe the work of the position
  - i. What kinds of responsibilities do you have in your position?
  - ii. What do your day-to-day activities look like?
  - iii. What is the work environment like?
  - iv. What will you learn, or what skills will you gain through working with this organization in this service-learning capacity?
- d. How will this service-learning position make an impact on your organization and/or the people you serve? What are the benefits the organization will gain through hosting you as a service-learner?
- e. Schedule: As part of the service-learning requirement, you are committing to volunteer with your organization for 3-5 hours a week for the duration of the quarter. Mark on the time schedule which times you will be volunteering each week.

Describe what you hope to learn by engaging in this volunteer work, and the service-learning course, simultaneously. How do your service and the course content relate to one another, and what do you hope to get out of this experience? Be specific!