

# UCBI Community Organization Application

**Please read through the introduction of the program so that you know who we are and what this program is all about!**

The Carlson Leadership & Public Service Center's Undergraduate Community Based Internships (UCBI) offer dedicated UW undergraduate students interested in public service the opportunity to actively engage in community-based work. This paid internship opportunity provides students the chance to explore, contribute, and grow in nonprofit and public sector organizations that are committed agents of change in their local communities. UCBI interns will commit 12 hours per week to their internship experience. **Ten hours per week will be devoted to community based work at the intern's host organization** and two hours will be dedicated to mentorship, dialogue, and programming with Carlson Center staff, graduate student mentors, and community leaders. As part of the on-campus two hours per week, interns will be required to attend a weekly cohort meeting Tuesday evenings 6:30-8pm. Interns receive an \$1800 per quarter stipend to enable them to fully dedicate 12 hours per week to the program.

**Please send your completed application to [serve@uw.edu](mailto:serve@uw.edu).**

**If you have questions about the application process, email us  
or call (206) 543-4282.**

**Deadline to submit applications is Monday, September 17th by 5:00 pm.**

## COMMUNITY ORGANIZATION INFORMATION

**Organization's Name:**

**Organization's Physical Address:**

**Please indicate the primary UCBI internship supervisor's contact information below.**

**Name:**

**Email:**

**Phone:**

**Mailing address (if different from organization's mailing address):**

**Has your organization previously hosted a UCBI intern?      Yes      No**

## ORGANIZATION & INTERNSHIP

**Please give a brief overview of the mission and work of your organization (2-3 sentences):**

**Please describe 2-3 significant projects that a UCBI intern could complete, which are tied to your mission, and in which the intern would have a leadership role.**

**Please also describe any daily core tasks for which a UCBI intern would be responsible.**

**What type of work does this internship fall under? Please check all that apply.**

- Direct service (for example: tutoring, managing volunteers, etc.)**
- Indirect service (for example: fundraising, planning events, marketing, etc.)**

**Are there any particular skill sets, certifications, or capacities that an intern must have in order to be successful working with your organization? Please designate required and desired skills. (For example: fluency in another language, Washington State driver's license, etc.)**

**UCBI interns will commit 10 hours per week to working with your organization. Please make recommendations about preferred student availability or any time requirements your organization has. Please note that beginning in January, interns will meet weekly on Tuesdays from 6:30 to 8:00 pm with their Graduate Student Mentors, so let us know if this conflicts with time at your organization.**

**How will the internship supervisor at your organization structure a mentoring relationship with the UCBI intern? Please provide examples of informal and formal activities (weekly meetings, goal setting, routine feedback, etc.) that their supervisor will provide to the selected intern.**

**How has your organization engaged with and supported undergraduate service-learning students, interns, or volunteers in the past, and how did you address challenges that may have arisen?**

**What can an intern learn from working with your organization? Please list at least three things.**

**At the Carlson Center, we recognize that many of our partner organizations are actively and critically engaging with issues of power, privilege, and oppression in their public service. Knowing that students approach these topics from different backgrounds, histories, and knowledges, how will you engage a student in further learning?**

## COMMUNITY PARTNERS & FUTURE DATES

**On October 16th from 4:30pm - 6:00pm the UCBI team will host an orientation for selected community-based organizations. This will be an opportunity to learn more about the UCBI campus-based programming and connect with other organizations. Will your internship supervisor or a representative from your program be able to attend?**

- Yes
- No

*Thank you for taking the time to complete this application.  
Please send your completed application to [serve@uw.edu](mailto:serve@uw.edu).*