

Multicultural & Community Engagement Center

Agency Packet Information



Dear Agency Representative:

Included in this packet are several items to help familiarize you with our Multicultural & Community Engagement Center (MCEC) at Glendale Community College:

- ⇒ MCEC Information Sheet- This sheet provides basic information about our program and how it operates, goals, student learning outcomes, etc.
- ⇒ MCEC Volunteer and Service Learning Student Request Form- Complete this form only if you would like to be included in our database.
- ⇒ MCEC Agency Agreement- This form is required for both one-time volunteer opportunities for students as well as for inclusion in our database.

PLEASE NOTE

If you decide to accept a specific service learning or volunteer student who is the only individual who will be completing their hours at your agency, you SHOULD NOT complete the volunteer and Service Learning Student Request Form.

If you complete both the Request Form and Agency Agreement, we will assume that you would like to be placed in our database and will include your organization as a possible placement site for future semesters.

If you have questions about the forms, our program, or any other concerns, please feels free to contact the MCEC.

MCEC Staff

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Glendale Community College Multicultural & Community Engagement Center Information Sheet

The Multicultural & Community Engagement Center was created in 1994 (Previously known as the Center for Student Involvement) to engage Glendale College students in service to the community through a variety of methods. The goal of the program is to engage students in service and give them an opportunity to develop a sense of civic and social responsibility. Over 95% of students in the program participate through service learning courses.

One common way of defining the term “service learning” is done by the American Association of Community Colleges is:

Service Learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning involves students in activities that address local needs while developing their academic skills and commitment to their community.

Other students who choose to volunteer also use the MCEC database to look for opportunities that involve them in activities that may relate to their major field of study or career choice. To this end, our database lists approximately 200 non-profit, civic, and educational organizations to help students with finding a placement.

Deadlines for service learning students are set for each semester. Students must 1) sign up, 2) find a placement site/agency, and 3) complete their hours by specific deadlines. Contact the MCEC for the current deadlines. Student doing volunteer work have no such set deadlines and can begin and end service at any time.

In addition to the service learning and volunteer students, Several projects are coordinated by the MCEC. These include *Students Talk About Race* (STAR) program at local middle/high schools, the *GEAR UP* tutoring and mentoring program at local high schools, *AVID* tutoring programs at middle and high schools, and more.

The MCEC also has several events for agencies in our database such as Agency Orientations (for new agencies or new coordinators), Volunteer Fairs, as well as various workshops on civic responsibility and Service Learning 101.

If an agency is interested in creating or developing a project with the MCEC and in conjunction with faculty, they are encouraged to contact us to discuss the possibility. We can help with the development of the project and finding potentially interested faculty on campus to implement the program.

Student Learning Outcomes

During the 2006-2007 academic year, all programs at GCC were required to develop, implement, and measure Student Learning Outcomes (SLOs) which are designed to evaluate whether the student has attained a certain knowledge, skill, or ability. The MCEC developed the following four outcomes for all Students Participants:

- ◆ Students will indicate that they have improved communication skills as a result of participation in various activities.

- ◆ Students will report an increase in understanding their role in the community and their contribution to society.

- ◆ Students will indicate that they have gained a greater appreciation of diversity as a result of participation in activities and programs.

- ◆ Students will report an increase in problem-solving skills as a result of participating in various activities.

**Multicultural & Community Engagement Center
Volunteer and Service Learning Student Request Form**



Please be sure to complete both sides of this form.
If you have any questions, please contact the Multicultural & Community Engagement Center
at 818-240-1000, extension 5789 or FAX the form to 818.551.5225

All information (except email) is provided to students in the program.

Agency Name _____ Today's Date _____

Volunteer Coordinator/Contact Person _____

Full Address _____ City _____ Zip _____

Phone # _____ FAX # _____

Email _____ Program Website _____

Can your email be listed for student use (to contact you to set up assignment)? Yes No

On which days and between which hours can students volunteer? (check all that apply)

Monday	Hours: _____	Saturday	Hours: _____
Tuesday	Hours: _____	Sunday	Hours: _____
Wednesday	Hours: _____		
Thursday	Hours: _____		
Friday	Hours: _____		

Does your agency have opportunities for student willing to do (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> 0 to 10 Hours of volunteer work each semester | <input type="checkbox"/> 11 to 15 Hours of volunteer work each semester |
| <input type="checkbox"/> 15 to 20 Hours of volunteer work each semester | <input type="checkbox"/> 20 or more Hours of volunteer work each semester |

Other Commitment Specifications _____

Do you offer:

Overview of the program/organization to each volunteer? Yes No
An Orientation to each volunteer? Yes No Depending on Project Length _____

Will students be able to work directly with your clients? Yes No

How many students can you utilize at one time or each semester? _____

GCC has students as young as 15 years old who may wish to participate in service activities. Are there any other requirements for participating in your program? For example, some agencies require a TB test or a minimum age limit. Please list requirements below or on an attached sheet.

About Your Organization and Needs

Please check the categories that best describe the types of clients your organization serves or the issues that your organization addresses.

Education

- Adult Ed
 - Art/Music/Drama
 - Dev. Disabled
 - ESL
 - Infant Care
 - K-6 School
 - Middle School
 - High School
 - Mentoring
 - Preschool/Headstart
 - Physically Disabled
 - Teacher Assistant
 - Tutor
 - Other
-

Health

- HIV/AIDS Program
 - Community Clinic
 - Hospital
 - Homeless Program
 - Hospice/Home Care
 - Mental Health
 - Nursing Home
 - Youth Club
 - Women's Programs
 - Other
-

Public Safety/Legal

- Community Outreach
 - Community Advocacy
 - Probation
 - Domestic Violence
 - Gang Prevention
 - Legal Aid Clinics
 - Family Law
 - Other
-

Environment

- Educ./Outreach
 - Recycling
 - Nature/Planting
 - Animal Care
 - Clean Up
 - Pollution Control
 - Other
-

Brief description of your organization: (You may attach a flyer or pamphlet in addition to description).

Positions available for students:

Any additional comments:

**Glendale Community College
Multicultural & Community Engagement Center
Agency Agreement**



BEFORE COMPLETING FORM, PLEASE ANSWER THESE QUESTIONS:

1. Are you a non-profit 501 (c)(3) organization, a civic organization, or a public school? Yes No
2. Does your organization serve everyone regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability? Yes No
3. Does your organization provide services free of any religious proselytizing? Yes No
4. Does your organization provide services free of partisan political lobbying/involvement? Yes No

If you answered “NO” to any of these questions, our students cannot volunteer at your organization/program.

The purpose of this agreement is to establish a good faith working relationship between the Multicultural & Community Engagement Center (MCEC) at Glendale Community College and non-profit, community service, and public service agencies seeking service learning students, or interns (from herein referred to as “students”).

This form must be completed PRIOR to student starting their service hours.

*Please read and initial each item to verify that you agree with the statements.
All items must be initialed in order for the student to be able to do their service hours at your agency.
If you cannot initial every item and sign the form, please contact us at 818-240-1000, ext. 5790 or 5789.*

Expectations of Community Agencies

- I am completing this form to be placed in the MCEC Agency Database.
- I am completing this form for a specific student ONLY: Student Name _____

In order to insure the maximum educational and personal development benefits to students, the MCEC expects that community agencies receiving MCEC students will assist us in the following ways:

A. The proper supervision and training for the MCEC students will be provided. This includes an initial orientation on the overall purposes of the agency, the clientele it serves, and what its basic goals are. Training on specific duties should be sufficient so that the students will be able to carry out the duties and responsibilities being requested of them.

B. The MCEC students will be considered for responsibilities and duties, as much as possible, commensurate with their educational backgrounds and para-professional potential. While the overall purpose of our program is to serve the community, we hope that the community agency will also take into account that this is an educational experience for the student and the opportunities for learning new skills and gaining exposure to new experiences is an important feature of their involvement.

C. That a system of scheduling and documenting student hours will be established if one does not exist. This system would include a daily Sign In/Out system to verify days and hours worked for each student and having that system accessible to MCEC staff for program documentation purposes, as necessary (forms are available from the MCEC office for this purpose if an agency lacks its own system).

D. That each community agency will agree to immediately inform the MCEC of any difficulties arising from work of an assigned student (e.g., attendance, attitude, accidents, etc.). This is done to allow the MCEC to help make a determination of the possible alternatives for a student prior to any major problems arising.

(continued on reverse side)

E. That each community agency expects and receives periodic on-site visits or phone calls from a MCEC staff member. MCEC staff members are responsible for following-up directly with the students, ensuring that once they are placed that they remain satisfied with their placement.

F. That community agencies agree to assist the MCEC in completing evaluations of students, as needed. Evaluations need to be completed by an immediate supervisor and serve as a requirement for some courses.

G. That community agencies provide accident and liability insurance to students for their protection while they are involved in agency related activities. This is usually insurance that covers all volunteers for your organization. If an agency is unable to provide insurance, they must contact the MCEC immediately.

H. That students are not used to provide religious instruction, conduct worship services, or engage in any form of proselytization; to assist, promote, or deter union organizing; to finance directly or indirectly, any activities designed to influence the outcome of an election to any public office; or to impair existing contracts for services or collective bargaining agreements.

I. That those agencies (or program based in agencies) who receive students through referrals from the MCEC have 501(c) or 501 (c)(3) status as a public or private non-profit organization.

What You Can Expect From the MCEC

A. MCEC recruits its students each semester using classroom presentations, recruitment tables on campus, and general PR posted throughout the campus and at college events. The main benefits promoted to students are an opportunity to help the community while at the same time gaining valuable work and learning experiences.

B. MCEC places students in community agencies based on individual student interest and requirements specified by their teacher. MCEC will provide perspective volunteers with preliminary background information provided to us through the completion of the *Volunteer Request Form* and any additional materials submitted along with it.

C. Once a student's interest in a particular agency has been established, the student will initiate contact with the agency's volunteer coordinator (or the individual assigned to work with our students) to set up an appointment to interview the prospective student. Once the interview is conducted and mutual interest is confirmed, a work schedule can be agreed upon and the student can begin their service.

D. MCEC will assign a staff person who will be the agency's main contact with our program concerning all matters having to do with our assigned volunteers. This person will also be available to assist the agency with any problems that may arise concerning the students assigned.

By signing this form, you are agreeing to the expectations listed above.

PLEASE PRINT

Agency Name _____ Phone: _____

Agency Address _____

Printed Name/Title of Person Filling Out this Form _____

Signature _____ Date _____

You can FAX this form to 818.551.5225 or mail it to: Multicultural & Community Engagement Center, Glendale Community College, 1500 N. Verdugo Road, Glendale, CA 91208