



## Community Partners Must:

1. Exist as a non-profit public or private volunteer service agency, school, government agency, or outreach program.
2. Have a public office or facility. Students are not allowed to volunteer in private home businesses or agencies.
3. Provide Lincoln University with the designated contact, manager, supervisor, principal and/or director who will:
  - Provide clear expectations and guidance while ensuring the safety and well-being of Lincoln University students.
  - Provide training session(s) for Lincoln volunteers.
  - Assign, manage and provide feedback to students about their community service or service learning responsibilities and completed duties. Responses should include areas of improvement as well as recognition of a Lincoln volunteer.
  - Complete required online forms, if applicable, including midterm and final evaluations.
  - Immediately report an emergency or urgent concern regarding a Lincoln University student.
  - The Director of the Office for Community Service & Engagement should be informed prior to a Lincoln University student's dismissal from a Community program: 484.365.7979.

### Start/End Dates & Weekly Hours are:

SEMESTER (approx. 15 weeks)	START DATE	END DATE	SERVICE HOURS
<b>FALL</b>	4 <sup>th</sup> week of Aug-2 <sup>nd</sup> week of Sept.	2 <sup>nd</sup> week of December	Approx. 5-7 hrs. per week
<b>SPRING</b>	2 <sup>nd</sup> week -3 <sup>rd</sup> week of January	1 <sup>st</sup> week of May	Approx. 5-7 hrs. per week
<b>SUMMER</b> (If applicable)	1 <sup>st</sup> week of June	4 <sup>th</sup> week of July	Approx. 10 or 15 hrs. per week
*Exact dates vary annually.			*Hours depend upon enrolled courses students are attending.

\*Students may not serve with an organization or be supervised by a family member or individual that they have an established personal relationship.

Thank you for partnering with Lincoln University as we learn, liberate and lead in the community.