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:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>START DATE</th>
<th>END DATE</th>
<th>SERVICE HOURS</th>
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</thead>
<tbody>
<tr>
<td>FALL</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; week of Aug</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of December</td>
<td>Approx. 5-7 hrs. per week</td>
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<tr>
<td>SPRING</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week -3&lt;sup&gt;rd&lt;/sup&gt; week of January</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of May</td>
<td>Approx. 5-7 hrs. per week</td>
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<tr>
<td>SUMMER</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of June</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; week of July</td>
<td>Approx. 10 or 15 hrs. per week</td>
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</tbody>
</table>

*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.

Please return this form to the Office of Community Service & Engagement.

1/25/19