

**COMMUNITY SERVICE PROGRAM**

**Information Required From Potential Providers**

The Office of Judicial Affairs oversees operations for the Community Service Program at the University at Buffalo. To ensure that the program runs smoothly our lines of communication must be clear. Providers must be easily accessible for the program's participants. Deadlines are an integral part of the Community Service Program; therefore, the Office of Judicial Affairs will need to keep in contact frequently with each of its providers. Compensation in the form of pay, internship or course credits, are not considered Community Service. Work done by Community Service Participants must be directly supervised.

Please answer the following questions completely.

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

What days and times is the contact person available?

\_\_\_\_\_

What days and times can Community Service participants work?

\_\_\_\_\_

Description of Community Service participant's duties at the site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many Community Service participants can you take at one time? \_\_\_\_\_

Are there certain conditions under which you would not accept a Community Service participant? \_\_\_\_\_

Will this work be supervised? Yes No

Name of the person who would sign off (and therefore be accountable for) paperwork for Community Service participants: \_\_\_\_\_

All requests to become a part of UB's Community Service Program will be reviewed by the Coordinator for Community Service.