Dear Community Partner:

We are excited that your business/organization is interested in hosting Mars Hill University students for learning opportunities. Attached is our initial site application form that we would like for you to complete and send back to us at your earliest convenience. As you will see, one of the things we would like for you to think about is the different opportunities your organization may have for our students. For instance, if you are the WNC Arboretum you may have projects that relate to biology, horticulture, market research, accounting, fundraising, web-development, management, strategic planning, etc. Our goal at Mars Hill is to create as many learning opportunities for students in a wide variety of fields. This way students in different majors have a chance to learn through an experience in a real organization.

We also would like for you to think about how much time you want students to spend at your site. We are looking for opportunities that range from a one-day volunteer event to an internship, which would last for the duration of the semester. Please check the appropriate times that would be best for you and your organization.

Please consider all the different projects you need assistance with and the amount of time it will take to complete those projects. Feel free to attach extra sheets of paper if you need more room to answer the questions.

I look forward to receiving your site information form and want to thank you again for your time and willingness to host our students. As soon as I receive the enclosed form, I will call you to schedule a site visit and follow-up interview.

Sincerely,

Deb Myers
Director, Center for Community Engagement
(828) 689-1161
Please provide a brief description of the position(s) you desire for your organization. Note any specialized skills/qualities desired. Also, you are encouraged to send any printed materials about your organization for the student to preview.

ORGANIZATION________________________________________________________

DESCRIPTION OF ORGANIZATION________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

DESCRIPTION OF DUTIES & POSSIBLE PROJECTS FOR STUDENTS(please add extra pages as needed)

Service Opportunity #1:
Job Title:______________________________________________________________
Job Description:________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Time Frame: Spring _____ Summer _____ Fall _____   Paid Position: Y N
Project Type: One-day _____ Weekly Volunteer _____ Internship _____
Project Specific Contact: _____________________ Phone #: ___________________
Email: ___________________

Service Opportunity #2:
Job Title:______________________________________________________________
Job Description:________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Time Frame: Spring _____ Summer _____ Fall _____   Paid Position: Y N
Project Type: One-day _____ Weekly Volunteer _____ Internship _____
Project Specific Contact: _____________________ Phone #: ___________________
Email: ___________________

Service Opportunity #3:
Job Title:______________________________________________________________
Job Description:________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Time Frame: Spring _____ Summer _____ Fall _____   Paid Position: Y N
Project Type: One-day _____ Weekly Volunteer _____ Internship _____
Project Specific Contact: _____________________ Phone #: ___________________
Email: ___________________
Service Opportunity #4:
Job Title:______________________________________________________________
Job Description:______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Time Frame: Spring ____ Summer ____ Fall ____  Paid Position:  Y    N
Project Type: One-day ______  Weekly Volunteer ______ Internship ______
Project Specific Contact: _____________________  Phone #: ___________________
                              Email: ___________________

Service Opportunity #5:
Job Title:______________________________________________________________
Job Description:______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Time Frame: Spring ____ Summer ____ Fall ____  Paid Position:  Y    N
Project Type: One-day ______  Weekly Volunteer ______ Internship ______
Project Specific Contact: _____________________  Phone #: ___________________
                              Email: ___________________

CURRENT ADDRESS                                PRIMARY CONTACT
_____________________________________________
NAME   ________________________________________________
_____________________________________________
TITLE   ________________________________________________
WEBSITE ________________________________________________
PHONE ________________________________________________
PHONE ________________________________________________
E-MAIL ________________________________________________

Please mail this form and any support materials to: Mars Hill University, Center for Community Engagement, Post Office Box 6677, Mars Hill, NC  28754

Thank you.