



COMMUNITY PARTNER APPLICATION

Organization Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Website: _____

Social Media Acct: _____

Senior Pastor/Executive Director: _____

Phone/ext.: _____ Email: _____

Direct Supervisor: _____

Phone/ext.: _____ Email: _____

PARTICIPANT WORK

Number of participants desired:

10-week Summer (June 1–Aug. 10) One Two

10-month Gap Year (Aug. 15–May 31) One Two

Please include a position description form for each desired participant.

Why is your organization requesting a Lutheran Young Adult Corps participant?



Please check the box next to the appropriate number on the continuum that best matches the way this job is structured.

	1	2	3	4	5	
Team work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Independent work
Structured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unstructured
Regular contact with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited contact with the public
Initiate projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carry out projects
Changing pace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steady pace
Close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-directed
Creative work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Routine work

Describe the sustainability of the participant's focus, specifically:

- If the participant's project is an existing project, how will the project be expanded, improved and sustained?
- If the participant's project is a new project, what are the end goals/desired outcomes?
- Is there a plan for the proposed project if your organization is not granted a participant?

List any other requirements to perform essential duties. (Background checks, training, etc.)

TRAVEL

Will this position require the participant to travel to locations other than the one listed above?

- Local travel Long-distance travel Both

If you checked any of the above, please explain.

What forms of public transportation are available to the service sites?

What provisions will your organization make should the participant need to serve at night, or if the regular transportation and/or travel routes become unsafe?

Is a car required to perform the essential duties of this service position? Yes No

Please note that if a car is required to perform the duties of the job, we are limited in the participants we can place with you. Also, it is expected that you compensate the participant for use of his or her vehicle.

Is a valid driver's license required to perform essential duties of this service position? Yes No

ORGANIZATIONAL INFORMATION

Describe your organization and the work it does (up to 500 words). Include the following:

- Purpose, philosophy and goals
- Brief history
- Geographic area served

Describe the population of the community served by your organization, including the socio-economic, racial, language and cultural backgrounds. How does this community participate in the working of your organization? (150 words)

Please provide a copy of your most recent annual budget.

Overall annual budget:

- Under \$100,000 \$100,000 to \$499,999 \$500,000 to \$999,999 \$1,000,000 or more

UNDERSTANDING

In submitting this information to Lutheran Young Adult Corps, we certify that the information is true and correct to the best of our knowledge, and understand that if Lutheran Young Adult Corps receives funding for our proposed position and we are selected to host a Lutheran Young Adult Corps participant, we are responsible for:

- Providing a one-time placement fee as invoiced and due one month after the participants starts;
- Providing on-site supervision and support for the participant, including any necessary orientation and staff trainings throughout the year now;
- Updating this paperwork should information change, including supervisor or position description;
- Providing an adequate space, including a desk, computer, phone and access to a copier as needed;
- Participating in the Lutheran Young Adult Corps participant's evaluation, site visits and other Lutheran Young Adult Corps events as deemed appropriate;
- Meeting with Lutheran Young Adult Corps staff at least three times a year to update on the participant's impact and future partnerships.

Name and title: _____

Signature: _____ Date: _____