



## Number of Jesuit Volunteers Requested

***Please answer the following questions on additional pages, if necessary.***

8. Describe your organization and the work that it does. Please be sure to include: purpose and goals; a brief history; the geographical area and/or ecosystem served; the socio-economic-racial background of the persons served; religious affiliation if any; other information you would like us to consider.
  
9. Please provide the following information about your organization's staff:  
  
Size of the organization's staff: \_\_\_\_\_ Number of paid staff: \_\_\_\_\_  
  
Number of volunteers: \_\_\_\_\_  
  
Salary range of paid staff: \_\_\_\_\_  
  
Size of the staff in the program/department where the Jesuit Volunteer will work: \_\_\_\_\_  
  
Number of clients served by program where the Jesuit Volunteer will work: \_\_\_\_\_  
  
Please estimate the number of people your Jesuit Volunteer will directly serve in social service and advocacy agencies in the course of a year. For environmental agencies, please estimate the impact the volunteer will have on the ecosystem served: \_\_\_\_\_
  
10. How is your organization funded? ***Please attach a current budget statement.*** Given your financial and staffing limitations, how would you describe your organization's need for a Jesuit Volunteer?
  
11. Why is your organization requesting a Jesuit Volunteer? What do you see as the impact of a Jesuit Volunteer on your organization and the constituency you serve?
  
12. Is the position requested new or already existing? Please describe briefly the history of your agency's work with Jesuit Volunteers, including the number of years JVs have worked and the most recent JV at your organization.
  
13. Given that the empowerment of the local community is a priority of JVC Northwest and that we provide volunteers to organizations until such a time as the local community can staff its own agencies, how do you see the Jesuit Volunteer position fitting into your long-term staffing needs? Do you envision needing the Jesuit Volunteer for many years or for a short-term period (one or two years)?

14. JVC Northwest requires a placement supervisor responsible for the Volunteer's work performance and expects a clear placement description and direction in work. How will supervision be provided (frequency of supervisory sessions, staff meetings, etc.)?

15. On a separate page, please provide a description of the placement to be filled by a Jesuit Volunteer. If you are applying for more than one Volunteer and the Volunteers will have different placements, submit separate descriptions for each placement for which you are applying.

In most cases, JVC Northwest requires that the following guidelines be met:

- For **social service agencies**, the majority of the Volunteer's time (at least 25 hours per week) should be spent working directly with people who are economically poor or marginalized.
- For **environmental agencies**, a Volunteer should work at least 25 hours per week in direct contact with the local ecosystem (i.e. through restoration and/or conservation efforts) and/or serving the publics with whom the agency collaborates for the purpose of education or advocacy.
- For **advocacy agencies**, the JV should work at least 20 hours doing community organizing, policy-making, education and/or communication with local and governmental organizations.
- Night work (after 6:00 p.m.) should not exceed 2 nights per week.
- The Volunteer should work 40 hours per week (8 hours per day, 5 days per week, with two consecutive days off per week, one being Saturday or Sunday).

Please include the following information in the placement description:

A. Goals and objectives of the position:

B. Days and hours the Volunteer will work:

C. Placement Duties/Job Description (Please provide a detailed description)

D. Qualifications or credentials **required** for this placement

Qualifications or credentials that would be **helpful** for this placement.

E. Please indicate the number of direct service hours your Jesuit Volunteer will work according to the categories listed in the bullets above. In addition, please also list exactly how the Volunteer will engage the rest of his/her time (i.e. education, research, advocacy, office work, etc.).

16. Please outline your plan for orienting the Jesuit Volunteer to your organization, including any on-the-job training the Volunteer will receive.

17. Please read carefully the JVC Northwest Placement Agreement in the JVC Placement Handbook. In the handbook you will find the approximate costs for sponsoring a Jesuit Volunteer in your locale. How will your organization meet these costs? Is this money budgeted or will it be raised during the year? JVC Northwest cannot recommend applications of potential volunteers to your organization until a definite commitment is made to provide for the financial obligation.

18. Each placement agency must provide health insurance for its Jesuit Volunteer(s) from the first day of Orientation until two weeks after the Volunteer's last day of employment. How will your organization provide health insurance starting August 4, 2008? Please confirm with your provider that they will insure a Jesuit Volunteer before accepting a JV.

19. Does your agency conduct a criminal background check for the volunteer? If so, what company/format of background checks do you request?
20. JVC Northwest's insurance carrier has asked that all placement organizations for Volunteers indicate to us that they carry liability insurance to cover the Volunteer while s/he is on the job. (Once a Jesuit Volunteer is placed with you, we will ask you to obtain a certificate of liability from your insurance carrier and send it to JVC.)
- a. Does your organization carry liability insurance?
  - b. What is your maximum coverage?
  - c. Is it possible for your organization to add JVC Northwest as an additional insured if a Jesuit Volunteer is placed with you? Yes                      No
21. For JVC Northwest's statistical records, we need to know how much you would budget for a fully salaried person in the position for which you are requesting a Jesuit Volunteer(s). Please give us your best estimate for the total cost, including salary, benefits, and payroll taxes.
22. Signature of this application means you wish to make an application for a Jesuit Volunteer for the upcoming JVC Northwest year beginning in August 2008.

\*I hereby request a Jesuit Volunteer to begin on August 4, 2008 and finish on August 4, 2009. I understand the procedures and policies outlined in the JVC Handbook and the Placement Agreement. If a Jesuit Volunteer is placed with our organization, I agree to abide by the policies and procedures in the JVC Handbook and the Placement Agreement. \_\_\_\_\_ (please initial)

\_\_\_\_\_ Our organization is ready to make the necessary financial commitment.

\_\_\_\_\_ It is not possible at this time to make the necessary financial commitment.

Our finances are pending on \_\_\_\_\_

A financial commitment can be made at the following time: \_\_\_\_\_

Placing an X in this box verifies that all the information provided is true, to the best of my knowledge and I attest that this acts as my signature.

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Position

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date