

Request for Off-Campus Work-Study Contract



AGENCY INFORMATION:

1. Please provide the following contact information:

Agency Name: _____

Director or Contact: _____

Email Address: _____

Mailing Address: _____

Street Address (if different): _____

Phone Number: Fax: _____

Agency Website (if applicable): _____

Tax Exempt Number: _____

2. How did you hear of our program? _____

3. What is the purpose and/or mission of your organization? (Please attach an agency brochure or any other written information about your organization if you don't have information online.)

4. How long has your agency been in existence? _____

5. Please circle one- is your agency a: Non-Profit Governmental Organization Other

If a non-profit or governmental organization, what is your IRS-assigned Foundation Status Classification number? _____

6. What kind of tasks would work-study students perform for your agency?

7. Will your work-study jobs address any of the following areas? (Check all that apply)

Childcare

Human Services

Community Improvement

Literacy Training

Conservation Corps Program

Public Training

Crime Prevention

Rural Development

Counseling

Transportation

Service for the Disabled

Welfare or Social Services

Education/Tutorial Services

Youth Corps Program

Environmental Improvement

Other:

Health Care

Housing or Neighborhood

8. Is the program for which the student will be hired open to the general public? Yes No

BUDGET INFORMATION:

1. If given a contract, will your agency be able to include the cost of the work-study match in your annual budget? ____ Yes ____ No
2. How is your agency funded? (Please fax a copy of your most recent annual financial report or audit to us at 303-492-4544. This is to ensure that we contract with financially-healthy organizations.)

HIRING INFORMATION:

1. On average, how many students would you anticipate hiring:
During the academic year (mid-August to mid-May): _____
During the summer session (mid-May to mid-August): _____
2. Would your agency have openings on an ongoing basis throughout the year, or would your agency need to complete all of its hiring at one or two times during the year? _____

3. Are there specific days and times that you plan on scheduling work-study students? _____

Work-study students cannot displace any currently employed workers at your agency.

SUPERVISORY INFORMATION:

1. How many people in your agency would be responsible for supervising the students? _____

REQUEST FOR CONTRACT INFORMATION

Thank you for your interest in participating in CU Boulder's Work-study Program. We will review your information and consider your agency for an Off-Campus Work-study contract.

Please note: Although your agency may be a qualified work-study employer, we contract with a designated number of employers each year. If we have fulfilled our contracts for the year, we will place your agency on our employer waitlist. We will email your primary contact to discuss and advise of approval status, and if your agency is placed on the waiting list, we will keep your information on file to review at a later date.

If a contract is granted, you will receive the contract in the mail with some other necessary documents that will need to be returned to our office. The supervisor(s) will also be required to participate in training sessions on the work-study program and university policies.

Please return contract request to Student Employment by mail, fax or email.