

Dear Community Partner:

We are taking this opportunity to introduce you to the Rutgers Citizenship and Service Education (CASE) Program. We assist undergraduate students in their selection of Community Partner (CP) placement sites. Community Partners are community-based agencies and programs that serve a vital community interest. Many of our students have gone on to apply their community service experience in the 'real world', and some students continue to work with their Community Partner after graduation.

During the 1998/1999 academic year, CASE offered 56 Student Learning courses, assisted with the placement of over 1100 students, providing over 44,000 hours of community service valued over \$250,000. If your organization is interested in receiving service-learning students from the CASE program, please return the enclosed packet as soon as possible. Please fill out the Community Partner Information Sheet, Position Description Form, and Community Partner Agreement Letter, and return them to the CASE office. ***Please be sure to include a copy of your organization's mission statement in this application, as we are unable to process any application that is incomplete.***

The placement process at CASE involves lots of choice on the part of all involved. CASE faculty select sites and specific positions for their course, CASE Community Relations staff make suggestions based on their knowledge of Community Partners and then a list for each course is generated. CASE students call Community Partners themselves at the beginning of the semester and we encourage Community Partners to be selective in accepting service-learning students. In order to facilitate this process, please keep CASE informed of any changes in your organization.

CASE hosts a Community Partner Fair at the beginning of every semester so students can personally select their placement sites. Community Partners are encouraged to attend so they can meet their community service student prior to the start of the semester. Additionally, CASE is requesting interested Community

Partners to take part in student training sessions. Prior to the start of the next academic semester we will be corresponding with your organization to determine your interest in participating in these events.

Finally, CASE provides a mandatory Community Partner Conference every year, usually in June, to maximize a working relationship between CASE, our students and faculty, and our Community Partners.

If you are interested in obtaining additional information, please feel free to contact the Community Relations department staff at (732) 932-8660 ext 15.

Sincerely,

Yvette Murry  
Associate Director