

JUBILEE YEAR - Episcopal Urban Intern Program
Prospective Service Site Application
2019-2020

Program Timeline

Wednesday, July 24th, 2019	2018-2019 volunteer corps members' last day at service worksites (out-going corps)
Monday, August 5th, 2019 through Sunday, August 11th, 2019	2019-2020 volunteer corps members participate in JUIP/EUIP orientation (INCOMING)
Monday, August 12th, 2019	**2019-2020 Jubilee volunteer corps members begin work at service worksites
October 2019 March 2020 July 2020	Approximate dates of retreats (Actual dates will be given at least one month in advance. Each retreat will be 3 days away from worksite)
Wednesday, July 22nd, 2020	2018-2019 volunteer corps members' last day at service worksites

Application Details

Please retain this page for your records; complete and return all other pages. A complete application includes the following:

1. ***Proof of insurance*** - accident coverage for volunteers (commercial general liability)
2. ***Corps member position description*** (separate document on your organizations ***letterhead***)
3. Non-refundable ***Commitment Payment of \$500***; \$5000 if your position requires the intern bring their own car to year of service.

Applications will only be considered once all three items are received. The Commitment Payment will be returned to your organization if it is decided by Jubilee Consortium that the position is not a match for placing a Jubilee Urban Intern.

**2019-2020 JUBILEE CONSORTIUM (JUIP/EUIP)
WORK SITE PAYMENT SCHEDULE**

Billing date	Payment Due Date	Dates of Service	Payment amount
February 15th	March 1 st <i>Commitment and Set-Up fee</i> due with application	December – August (set-up work done by Jubilee EUIP Staff)	\$500 (\$5,000 if position requires a car)
Billing dates	Payment Due Date	Dates of Service	Payment amount
July 15th	August 1 st	(August 12 th -31 st) (EUIP Orientation Aug 5 th -11 th)	\$1,833.33
August 15th	September 1 st	(September 1-30 th)	\$1,833.33
September 15th	October 1 st	(October 1-31 st)	\$1,833.33
October 15th	November 1 st	(November 1-30 th)	\$1,833.33
November 15th	December 1 st	(December 1-31 st)	\$1,833.33



JUBILEE YEAR

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ORGANIZATION NAME: _____

NAME OF CONTACT: _____

December 15th	January 1 st	(January 1-31 st)	\$1,833.33
January 15th	February 1 st	(February 1-28 th)	\$1,833.33
February 15th	March 1 st	(March 1-31 st)	\$1,833.33
March 15th	April 1 st	(April 1-30 th)	\$1,833.33
April 15th	May 1 st	(May 1-31 st)	\$1,833.33
May 15th	June 1 st	(June 1-30 th)	\$1,833.33
June 15th	July 1 st	(July 1 st -22 nd)	\$1,833.33

APPLICATION

Contact Information

Organization Name: _____

Mailing Address: _____ Phone/Fax: _____

Administrative Contact Name: _____

Email: _____ Phone: _____

Financial Contact (receives invoices) Name(s): _____

Email: _____ Phone: _____

Potential Corps Direct Supervisor Name: _____

Email: _____ Phone: _____

Potential Corps Position Title: _____

Name of Potential Corps Worksite (if different from above): _____

Mailing Address: _____ Phone/Fax: _____

Contract

Organization name: _____ requests a Jubilee Consortium Urban Corps Member for the 2019-2020 program year. The Volunteer Corps Member will begin service on **Monday, August 12th, 2019** and continue serving through **Wednesday, July 22nd, 2020**. I understand that the cost to my agency will be \$22,000.00 for the full term of service (1700 hours minimum) for each corps member, with a commitment payment of \$500** due on March 1st, 2019 and the first of twelve monthly installments (payment schedule on page 2 above) beginning on August 1st, 2019. (**\$27,000 if car required)

Administrator: _____ Title _____



Signature _____ Date _____

Your Organization

1. State the mission/goals of your organization: (feel free to copy from your orgs website)

2. Describe the population/geographic region served by your organization. (feel free to copy from your orgs website)

3. For our acknowledgement/accreditation as a National Service Year Program we must present **data** regarding the impact of the work done by our service site partner organizations and volunteer corps service positions. (Examples include but are not limited to: number of clients served, number of meals served, number of students achieving particular benchmarks, quantity [bags, lbs., etc] of fresh fruits and vegetables provided, number of new programs started/achieved this year, number of individuals who now have housing, degree of depth added to already existing programming with the addition of the corps member, number of showers provided, qualitative data from client surveys/interviews, etc.)

Please share with us such **quantitative and qualitative data**:

- Your organizations measurable outcomes (in general),
- The Urban Intern position (in particular),
- And the means by which you measure these outcomes.

4. Please attach **on letterhead** (on a separate page) – the Urban Intern **position description** that includes the following information:

- Position title
- Skills/ experience/ qualifications required (ie... flexibility, interest in homelessness, interest in disparities in urban education, interest in disparities in food access in urban setting)
- Skills/ experience/ qualifications preferred (ie... basic proficiency in Spanish, etc.)
- Detailed position description/responsibilities
- Approximate percentage of time to be spent on each of the above responsibilities (**80% or more direct client service tasks preferred; no more than 20% clerical tasks is compatible with Year of Service standard**)
- Typical daily/weekly schedule...(please include details such as possible overnight and weekend assignments)

5. Who will be the volunteer intern's supervisor overseeing her/him in daily tasks, project oversight and training (the POSITION TITLE is more important than the actual person's name)?



ORGANIZATION NAME: _____

NAME OF CONTACT: _____

6. Please add any additional information, details or comments that may be necessary in considering your service worksite application: