



Sycamore House Service Corps

c/o St. Stephen’s Episcopal Cathedral
221 North Front Street - Harrisburg, PA 17101
717-236-4059 mmoritz@ststep.org

COMMUNITY PARTNER APPLICATION

Date: _____

Organization Name: _____

Address: _____

Phone: _____

Email: _____

Fax: _____

Website: _____

Executive Director: _____

Phone: _____

Email: _____

Corps Member Supervisor: _____

Phone: _____

Email: _____

This application provides a general overview of the Statement of Agreement between Sycamore House Service Corps and its host sites.

Sycamore House leadership arranges interviews with individuals selected to participate in the Sycamore House Service Corps and the Partner Organizations. These interviews will be conducted in-person where possible and via Skype or phone where travel is prohibitive. For 2020-2021, Sycamore House members arrive **August 23rd, 2020**, attend initial leadership training and orientation, and begin

2020-2021 Partner Organization Application – Sycamore House Service Corps

work on **September 1st, 2020**. Placements conclude on **June 30, 2021**. Corps Members work Monday through Thursday from 9 a.m. to 5 p.m. Hours can be adjusted to coincide with the partner organization's normal work hours.

Completion of this form does not commit your organization to host a Corps Member, nor does it guarantee a Corps Member placement with your organization. Please include an additional page for longer responses.

Organization & Funding

1. What is the size of your organization?

- _____ Number of Full-time staff
 _____ Number of Total staff
 _____ Number of Regular volunteers
 _____ Number of Service sites
 _____ Annual Budget (ballpark)

2. What is the source of funding that you anticipate using for Corps Member expenses?

3. Can your organization commit to a suggested annual expense of \$15,400 to support the cost of the Corps Member for 32 hours each week for 11 months? _____ Yes _____ No.

4. Is your organization sponsored by a faith-based organization?

_____ Yes _____ No. If yes, what is the name of your sponsoring organization (i.e. denomination or national affiliate)?

5. What is the mission of your organization, and the objectives of the program in which the Corps Member will work?

6. Will the Corps Member be replacing a current staff member?

_____ Yes _____ No.

7. What physical requirements are necessary to excel in the position?

2020-2021 Partner Organization Application – Sycamore House Service Corps

8. What gifts, skills, and qualities would you hope to have in a Corps Member?

Proposed Corps Member Position

1. Where will the Sycamore House Service Corps Member be located within your agency (department, office, or service site location, etc.)?

2. Please describe Corps Member's proposed title and general duties.

3. Sycamore House Service Corps Members must be engaged in direct service (i.e. outreach, training, tutoring, recruiting volunteers, program logistics, etc.). Estimate the approximate amount of time that the Corps Member's position will be divided among the following:

_____ Direct service to clients
 _____ Outreach or public events
 _____ Administrative work
 _____ Program Support: _____
 _____ Teaching or Tutoring
 _____ Other: _____

4. What orientation and training will you provide to the Corps Member in the first two weeks?

5. Transportation:

Does this position require driving (other than commuting to and from the primary job location)?
 _____ Yes _____ No.

If yes, will the organization provide an agency vehicle and appropriate insurance?
 _____ Yes _____ No.

2020-2021 Partner Organization Application – Sycamore House Service Corps

If the Corps Member provides the vehicle, does your organization commit to reimburse the Corps Member for mileage at the organization's standard rate? _____ Yes _____ No.

Corps Member Supervisor

The Corps Member Supervisor commits to:

- Provide regular check-ins and supervision, and clear expectations for Corps Members
- Attend a yearly Supervisor Orientation as scheduled by the Sycamore House Program Director
- Meeting with the Sycamore House Program Director at least twice during the year

1. What is the name and job title of the person who will directly supervise the Corps Member?

Vacation/Holiday Schedule

Corps Members are provided the following holiday/vacation schedule:

- Two days for Thanksgiving
- Christmas Eve and the subsequent days up to and including New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Five days to participate in retreats, the annual service trip, and/or recruitment
- Five discretionary vacation days that they will negotiate with the Partner Organization Supervisor in consultation with the Sycamore House Service Corps Director

Is this acceptable to the Supervisor and the Organization? _____ Yes _____ No.

Thank you for requesting to partner with Sycamore House Service Corps! Please attach a Corps Member position description and a copy of your organization's brochure, along with any other pertinent information.

Submit this form to Sycamore House Service Corps via

mmoritz@ststep.org or mail to: Sycamore House Service Corps, c/o St. Stephen's Episcopal Cathedral, 221 North Front Street, Harrisburg, PA 17101.