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**Community Partner**

**Federal Work Study (FWS) Application**

Thank you for your interest in partnering with the Federal Work Study program (FWS) administered by Community Service-Learning (CS-L) at JMU, which matches student employees with schools and community organizations based on compatibility of interests, skills, schedules, and transportation options. Students participating in this program are paid for their time working with partner organizations by JMU and through the students’ financial aid packages. Community Partners do not pay students but are required to provide ongoing supervision and meet program expectations.

Student Requirements:

* Be enrolled as a student at JMU at least part-time (6 credits for undergraduates, 5 for graduate students)
* Complete the FAFSA (application for federal student aid)
* Be awarded Federal Work Study funds in the financial aid package (must be verified every semester)
* Participate in FWS orientation and regular workshops (coordinated by CS-L staff)

Complete time sheets after each shift and submit completed timesheets each pay period (approximately every 2 weeks)

Commit to a regular schedule of on average of 6-8 hours weekly (exceptions can be made on a case-by-case basis).

* Maintain position during JMU’s academic year (some exceptions made for semester-long positions)

Community Partner Requirements:

* Submit this completed application
* Sign Community Partner Agreement (please see the CS-L website for a [copy of the Agreement here](https://www.jmu.edu/csl/csl-community-partner-main.shtml))
* Agree to meet with students on a weekly basis to check in on tasks and responsibilities – we strongly recommend establishing a consistent meeting day / time at the beginning of your partnership.
* Develop a detailed position description along with necessary and desired skills for FWS students.
* Participate in FWS Supervisor Training at the beginning of the fall semester (August)
* Be responsive to introductory communications (we recommend responding within 48 hours so students can get started on any background checks/orientation needed) and requests for evaluative feedback.
* Conduct an initial meeting (in-person/phone) with assigned student to ensure compatibility of schedule and skills (see FWS Frequently Asked Questions document for detailed timeline)
* Provide on-site orientation and training for the FWS student.
* Oversee and provide regular feedback on performance to the FWS student
* Review and confirm student timesheets twice each month; identify at least one proxy to approve timesheets and provide supervision when the primary supervisor is out of the office.
* Maintain safe working conditions (please refer to the Community Partner Agreement to view CS-L’s statement on anti-racism and other important considerations)
* Cover any fees associated with required checks (i.e., background checks, TB testing)
* Inform CS-L of issues and/or concerns about the FWS student’s performance or well-being if an initial intervention of verbal feedback did not result in improvement.

While determining what projects and roles would be most beneficial for FWS students to support, please keep in mind that students typically average *6 to 8 hours of work per week* during JMU’s academic year ([please see JMU calendar here](https://www.jmu.edu/registrar/academic-calendar.shtml)). Additionally, students’ skills and availability vary, so some specific skillsets may be difficult to accommodate.

If you are uncertain if your organization qualifies, please review our FWS Frequently Asked Questions document. If you have questions or ideas you would like to discuss, please email [csl@jmu.edu](mailto:csl@jmu.edu) or call our office at: 540-568-6366. Please submit your application to [csl@jmu.edu](mailto:csl@jmu.edu).

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| **Community Partner Information:** |
| Community Partner Name: |
| Work Location (address): |
| Name of Immediate Supervisor for FWS student: |
| Supervisor Phone:       Supervisor Email: |
| Brief description of organization (mission, values, purpose): |

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| **Returning Community Partner Questions (Please skip this section if you did not host a student in 2022-23):** |
| Did you host a Federal Work Study student last year (2022-23)?  Yes, I hosted a student and I would like to work with them again in 2023-24 if possible (pending their eligibility and interest). I am open to working with a new student if the current student cannot be matched. Student Name:  Yes, I hosted a student, but I would prefer to be matched with a new student in 2023-24.  Student Name:  Yes, I hosted a student, and I would like to work with them again in 2023-24 if possible (pending their eligibility and interest). If this student is not available, I am not interested in hosting another this year.  Student Name: |
| Any other information regarding your returning student that you would like to share? |

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| **Position Information:** |
| Title of Position:  <https://www.jmu.edu/student-employment/supervisors/index.shtml> |
| Purpose or role of the position within the department (summary of position): |
| How many students would you like to request for this position? |
| What would be the minimum # of hours a student could work at your organization per week? (Students time and schedules vary widely, and we want to be sure that students matched with your organization meet your project needs): |
| What time(s) of day and days of the week would students be able to work? |
| What transportation options are available for students to get to your location? Please check all that apply.  Located within walking distance from JMU campus (1 mile or less)  Bus stop nearby that runs during business hours:  Please describe nearby bus lines, frequency of stops, and start/end times so students can check their schedules: Click or tap here to enter text.  Students must drive, free parking available at location   Students must drive, street parking only  Other: Click or tap here to enter text. |
| Are you looking for multilingual students? Yes No  If yes, please list what languages that would be most helpful for this position: |
| In-Person vs. Remote Opportunity – this position will be:  In-person only  Remote only  Both in-person and remote work will be required  Could be a combination depending on student and organization’s needs  Other: Click or tap here to enter text. |

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| **Additional Information:** |
| Please provide a list of current projects or tasks you would like assigned student(s) to complete. Information provided here will be passed along to potential students during the hiring and matching process to ensure a good alignment. Please also provide the expected amount of work time it would take to complete projects. Remember that Federal Work Study students are expected to work 6 to 8 hours per week. |
| Project # 1: |
| Project # 2: |

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| **DUTIES & RESPONSIBILITIES: What is a student required to do for this position?** | |
| 1. | Accurately complete and submit timesheets to supervisor and CS-L each pay period. If timesheets for two consecutive pay periods are not submitted, this position may be terminated. Both the student and Community Partner will be notified after one missed timesheet. |
| 2. | Participate in regular program workshops facilitated by Community Service-Learning. |
| 3. | Complete all required paperwork, evaluations, and check-ins with Community Service-Learning |
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| **SKILLSETS: What skills would make a student successful in this position?**  (Majors, interests, backgrounds, etc.) Keep in mind that these skills can vary depending on available positions. Feel free to differentiate skills needed based on the project. | |
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