UNIVERSITY OF LA VERNE
INFORMATION FOR ORGANIZATIONS WHO
PLAN TO REQUEST A SUMMER SERVICE WORKER

The following information is made available for organizations considering the services of a University of La Verne Summer Service student. Please keep these guidelines available for use as you consider the request for a student.

Purpose and History of the Program

Sometime around 1958 the idea was conceived of establishing a Summer Service program in local churches whereby college students could gain experience in a Christian oriented leadership role. As interest in and the value of this idea became apparent, an endowment fund was proposed which would provide support for the students so they could earn while they learned. The idea caught on and the Christian Leadership Endowment Fund is now over $400,000. Participating students receive a $3000 tuition scholarship the year following their volunteer experience. Over the years, as ULV’s student body has changed, the program has broadened to accommodate students of various religious traditions, no religious tradition, and interest in specifically social service oriented sites.

The program remains strong as students, non-profit organizations, and religious institutions experience the value of a summer together. The basic concept of the program is two-fold. The first is to have the student become involved in local social and/or religious based programs in such a way that the student’s leadership and introspection may be developed. The student will also learn about some of the work and planning necessary to develop various parts of a local program. The second purpose of the program is to provide assistance for a religious or social service organization in their activities during the summer period. A college student can be of service in religious education programs, youth work, community organization or projects, worship activities, camp programs, social service projects, etc.

The Organization’s Responsibility:

The organization, after deciding to request a Summer Service student, must initiate the request by filling out the Request/Application Form, which can be found at www.sites.laverne.edu/chaplain/interfaith-engagement/summer-service/community-partner-information/.

The following points are suggested for your consideration in making a decision:

1. A person should be designated as the organization’s representative in matters of the program assignments, work schedule, weekly calendar, and generally serve as the student’s supervisor and mentor. This person will be responsible for meeting with the student to discuss their personal goals for the summer.

2. The site will be responsible for a clear orientation of the student soon after the student arrives.

3. If possible, the site will be responsible for providing the following items for the students:
   A. Room and Board. For those organizations not affiliated with families, other arrangements will need to be made for the student’s room and board.
   B. $50.00 per week stipend paid directly to the student

4. Does the organization carry adequate insurance to cover liability and medical costs in the event of auto or personal accident?

The Student’s Responsibility is to:

1. Have a commitment to religious and/or socially-oriented programs and a strong desire to serve.

2. Be willing to work on personal, spiritual and/or service goals throughout the summer, with the support of student’s site supervisor or someone else assigned by the site.

3. Submit an application for assignment as a Summer Service student to the University Chaplain, University of La Verne, 1950 Third St., La Verne, Ca 91750

4. Provide and arrange for own transportation to the site and return home.

5. Attend the following meetings and events.
   A. Preparation and training meetings, seminars, retreats and group sessions.
   B. Spring and Fall orientation and evaluation meetings.
C. Fall Donors’ Dinner

6. Prepare and submit reports to the university as required.

University of La Verne’s Responsibility:

1. Actively promote and administer the program.
2. Help solicit endowment funds.
3. Build partnerships with religious organizations, social service organizations, and non-profits.
4. Organize preparatory and training sessions for the students.
5. Administer the endowment fund and contributions that are received for support of the Summer Service program.
6. Check-in and counsel (if needed) with both site and student during the ten-week period the students are on the job.
7. Assign students to their place of work, after consulting with students and receiving all site requests and descriptions of needs.
8. Provide a $3,000 tuition scholarship for the following academic year.

Hints for a Successful Summer:

1. The site must provide a clear job description. Include several tasks, responsibilities and programs for the Summer Service volunteer to carry out. Also include a time schedule noting time off and behavioral expectations such as dress codes and appropriate professional mannerisms. The Summer Service volunteer will not know what is needed or expected. The organization needs to give the volunteer ideas, as well as a scheduled orientation. An orientation session immediately after the volunteer arrives is strongly recommended.

2. The Summer Service volunteer must have an immediate supervisor and regular evaluation sessions. This will facilitate better communication with regard to expectations and enable the student to know how he/she is performing. Please give regular encouragement, as well as sound assessment. A letter of introduction from the supervisor before the student arrives would be helpful.

3. If you are able to provide housing, please arrange housing for the Summer Service. If a student is staying with a family, please encourage the host family or the supervisor of the program to contact the student prior to arrival to “break the ice” and to pass on addresses and phone numbers to the student’s family.

4. Remember that the Summer Service worker is a young person in training. Do not expect the student to have the leadership skills of a pastor, professional educator, or the persons at your site who have been trained for their role. Patiently model the skills and behavior appropriate to the job, communicate honestly and allow ample time off for rest and relaxation (at least one and a half days per week).