

Request for Off-Campus Work-Study Contract



AGENCY INFORMATION:

1. Please provide the following contact information:

Agency Name: _____
Director or Contact: _____
Email Address: _____
Mailing Address: _____
Street Address (if different): _____
Phone Number: _____ Fax: _____
Agency Website (if applicable): _____
Tax Exempt Number: _____

2. How did you hear of our program?

3. What is the purpose and/or mission of your organization? (Please attach an agency brochure or any other written information about your organization if you don't have information online.)

4. How long has your agency been in existence? _____

5. Please select one: is your agency a Non-Profit Governmental Organization Other

If a non-profit or governmental organization, what is your IRS-assigned Foundation Status Classification number? _____

6. What kind of tasks would work-study students perform for your agency?

7. Will your work-study jobs address any of the following areas? Check all that apply

Childcare	Human Services
Community Improvement	Literacy Training
Conservation Corps Program	Public Training
Crime Prevention	Rural Development
Counseling	Transportation
Service for the Disabled	Welfare or Social Services
Education/Tutorial Services	Youth Corps Program
Environmental Improvement	Other: _____
Health Care	Housing or Neighborhood

8. Is the program for which the student will be hired open to the general public? Yes No

BUDGET INFORMATION:

- 1. If given a contract, will your agency be able to include the cost of the work-study match in your annual budget? Yes No
- 2. How is your agency funded? (Please email a copy of your most recent annual financial report or audit to us at Studentemployment@Colorado.edu This is to ensure that we contract with financially, healthy organizations.)

HIRING INFORMATION:

- 1. On average, how many students would you anticipate hiring:
 During the academic year (mid-August to mid-May): _____
 During the summer session (mid-May to mid-August): _____
- 2. Would your agency have openings on an ongoing basis throughout the year, or would your agency need to complete all of its hiring at one or two times during the year?

- 3. Are there specific days and times that you plan on scheduling work-study students?

Work-study students cannot displace any currently employed workers at your agency.

SUPERVISORY INFORMATION:

- 1. How many people in your agency would be responsible for supervising the students? _____

REQUEST FOR CONTRACT INFORMATION

Thank you for your interest in participating in CU Boulder’s Work-Study Program. We will review your information and consider your agency for an Off-Campus Work-Study Contract.

Please note: Although your agency may be a qualified work-study employer, we contract with a designated number of employers each year. If we have fulfilled our contracts for the year, we will place your agency on our employer waitlist. We will email your primary contact to discuss and advise of approval status, and if your agency is placed on the waiting list, we will keep your information on file to review at a later date.

If a contract is granted, you will receive the contract in the mail with some other necessary documents that will need to be returned to our office. The supervisor(s) will also be required to participate in training sessions on the work-study program and university policies.