



Dear Community Partners,

Thank you for welcoming DukeEngage student volunteers to work with you this summer.

Our mission at DukeEngage is to empower students to address critical human needs through immersive service, in the process transforming students, advancing the educational mission of Duke University, and providing meaningful assistance to communities in the U.S. and abroad.

If you are hosting a DukeEngage student for the first time, please visit our website at <http://dukeengage.duke.edu/> to learn more about our programs. During the summer of 2017, approximately 420 students participated in DukeEngage in the U.S. and internationally, through our group programs and individual projects. More than 4,000 students have participated in DukeEngage since 2007.

DukeEngage provides students with funding for transportation and living expenses for the duration of their projects. As such, volunteers should not receive compensation from your organization. However, students' funding is not intended to support material costs to implement projects.

Throughout their projects, students will receive support from our office and a Duke Faculty mentor. In addition, they should receive from you:

- meaningful, clearly defined work that utilizes the student's skills in a full time capacity (35-40 hours/week)
- ongoing supervision and feedback throughout their project
- support in adjusting to living and working within your community (for example, explaining acceptable conduct, sharing how your work is relevant locally and how the student's project will support your organization, or what to do outside of work)

Please refer to the form attached for more about our requirements for DukeEngage independent participants. This form should be completed and signed by you, and returned directly to our office via email at dukeengage@duke.edu, or via fax at +1-919-660-3230, no later than February 2, 2018.

Near the end of their program, students will ask you to complete a survey about their role with your organization. The survey can be returned in a sealed envelope or sent directly to our office if you prefer.

If you have any questions about our students or program, please don't hesitate to contact me directly. For urgent communications during the summer, you can reach DukeEngage at our emergency number: +1-919-724-7935.

Best wishes,

Thomas Phillips

Thomas Phillips
Assistant Director for Programs
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Please return your completed form directly to DukeEngage via email at dukeengage@duke.edu or fax +1-919-660-3230 by **February 2, 2018**.

ORGANIZATION DETAILS

Organization name: _____ Non-profit status: Yes No

Address: _____

Person filling out this form: _____ Email address: _____

DUKEENGAGE VOLUNTEER PROJECT DETAILS

DukeEngage volunteer name(s): _____

Project start and end dates: _____

Student supervisor name: _____

Supervisor email and phone number: _____

Briefly describe the project your DukeEngage volunteer will conduct for your organization, including your specific goals and any project deliverables:

DUKEENGAGE PARTICIPANT EXPECTATIONS

During their project, DukeEngage students are required to:

- partner with your organization for eight weeks or more, and contribute approximately 35-40 work hours each week
- support one or more projects you planned together, addressing existing needs within your organization or community
- respect the professional and cultural practices of your organization and community
- meet with you regularly to assess and evaluate progress toward goals
- receive no compensation for their work. Participants receive stipends from DukeEngage to cover their living expenses
- **DukeEngage volunteers should not engage in providing medical care to patients**
- DukeEngage volunteers are not permitted to cross borders or travel within your country after their project's end date

Would you like us to call or email you to answer any questions? Yes No

Signature

Date