

FORMAT FOR ESTABLISHING A RELATIONSHIP WITH A COMMUNITY ORGANIZATION

#1. INTRODUCE YOURSELF AND YOUR REQUEST

Hi _____

My name is _____ and I'm a student at Sam Houston State University. I am taking a _____ course this semester and my professor, Dr. _____, wants to encourage us to try to APPLY what we're learning in his/her course to make a difference in our community.

More specifically, I am learning _____ (course objective) _____ and would like to work with _____ (the organization/person) _____ in some way. Is there something I can do to be of assistance to you? I am able to spend about _____ hours on this project.

#2. LISTEN

Get community partner to talk about the needs of the organization.

#3. COLLABORATE

Based on the conversation, collaboratively come up with an action, something that can be done to meet a need and satisfy the course requirement.

#4. OBTAIN FEEDBACK

Periodically, check with the community contact to see how things are going. Give the person an update and make sure his/her expectations are being met.

#5. BE APPRECIATIVE

In some way, thank the community partner for the opportunity they had given you.