

# Service-Learning Intake Form

## **Request Criteria**

Request must meet NWTTC's authentic service-learning definition stated as:

- Being integrated into and enhances the curriculum providing an opportunity for students to apply skills learned in their course, program, or certificate.
- Is a method of teaching and learning.
- Requires student reflection.
- Connects learning and assessment to the real world.
- Fosters civic responsibility.
- Addresses a community issue and/or enhances community development.
- Is mutually beneficial to the learner and the community.

## **Project Selection**

We encourage you to submit project requests at any time; however, certain activities are time-sensitive and may not align with the current semester curriculum. Every effort will be made to connect your project with the appropriate program area in a timely manner.

Projects are evaluated and selected based upon available staff, students, interest, curriculum, and funding.

Please feel free to proceed by completing the request form and submitting the request via fax or email.

**Request Form:**

Organization/Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

I am looking for (check all that apply):

- Labor
- Talent
- Ideas
- Materials
- Service/Volunteers

**Detailed Needs Description** (please include date needed, project description, funding availability):

Thank you for completing this request. Please print a copy for your records,  
then email or fax this completed form to  
**Suzanne Ritter, Service-Learning Coordinator.**

[suzanne.ritter@nwtc.edu](mailto:suzanne.ritter@nwtc.edu) (email)  
(920) 491-3799 (fax)