



150 Court Street  
Brooklyn, NY 11201  
Phone: (718) 923-1400

ReServe connects experienced retirees to stipend-paying volunteer positions 10 to 15 hours a week that challenge them to use their professional skills for the public good, and educates civic institutions about the benefits of experience and wisdom that retired professionals contribute.

**PARTNER ORGANIZATION APPLICATION**

Thank you for your interest in becoming a project site for ReServe. Please answer the following questions in the space provided. Attach additional pages if necessary. Please contact Iowaka Barber, Anna Collins or Jess Geevarghese at the above number if you have any questions. PLEASE PRINT OR TYPE.

Date: \_\_\_ / \_\_\_ / \_\_\_

I. CONTACT :

Name of Host Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Website URL: \_\_\_\_\_

Project site: *(if different from the Partner Organization address)* \_\_\_\_\_

II. PARTNER ORGANIZATION BACKGROUND:

1. Which of the following area(s) does your mission address?

- |   |  |  |
|---|--|--|
| <input type="radio"/> Aging                       | <input type="radio"/> Education/<br>Youth                  | <input type="radio"/> International<br>Relations/Develo<br>pment |
| <input type="radio"/> Arts/ Culture               | <input type="radio"/> Education/Adult                      | <input type="radio"/> Social Services                            |
| <input type="radio"/> Civic<br>Engagement         | <input type="radio"/> Environment                          | <input type="radio"/> Other                                      |
| <input type="radio"/> Community<br>Revitalization | <input type="radio"/> Health Care                          |  |
| <input type="radio"/> Criminal Justice            | <input type="radio"/> Housing/<br>Community<br>Development |  |

2. How did you hear about ReServe?

- |  |                                 |
|--|---------------------------------|
| <input type="radio"/> ReServe Staff                | <input type="radio"/> Funder    |
| <input type="radio"/> Board Contact                | <input type="radio"/> ReServist |
| <input type="radio"/> Another Partner Organization | <input type="radio"/> Other     |



3. Please provide a brief description of your organization: \_\_\_\_\_

\_\_\_\_\_

4. How many employees does your organization have? \_\_\_\_\_

5. Do you currently utilize volunteers?  Yes  No

6. Will a staff member manage the ReServists?  Yes  No

7. Will training be provided to our ReServists?  Yes  No

**8. On a separate sheet, please provide descriptions of the positions open to ReServist candidates.**



INTERNAL USE ONLY		
DATE RECEIVED	RECEIVED BY	DATE ENTERED

**HOST ORGANIZATION POSITION DESCRIPTION**

Submitted by:

Date:

Name of organization:					
ReServist position title:					
Name and title of supervisor:					
Department within the organization:			Telephone/Fax: Email:		
Work location/address/borough:			Please circle if the following will be made available to the ReServist(s)? desk    phone    computer		
Summary of the position:					
Qualifications required:					
Skills required:					
Computer skills: (Please specify basic, intermediate or advanced)	Word	Excel	Internet/Email	Access	PowerPoint
Is Training Available if Necessary?					
Number of hours a week:			Preferences:		
If short term, duration of assignment:					
Special considerations/Physical demands/Dress Code/ Security clearance requirements:					
Is there anything else applicant should know about position?					