America Reads and Counts

Agency Description:
America Reads and Counts is a tutoring program in which Normandale students work within the Bloomington Public School District to help kindergarten through high school children improve their reading and math skills.

Position Description:
Normandale students tutor Bloomington Public School children in grades K-12 in reading or math. Tutors spend 1.5 to 4 hours a week during a set time at a Bloomington school. Most tutors work one-on-one with students or will help a number of students in a classroom. Some tutors assist in an after-school homework help program. Tutoring positions are generally between the hours of:

- Mondays: 7:45 am and 4:15 pm
- Tuesdays: 7:45 am-2:30 pm, 5:30 pm-7:30 pm
- Wednesdays: 7:45 am-7:30 pm
- Thursdays: 7:45 am-2:30 pm
- Fridays: 7:45 am-2:30 pm

If you qualify for work study you can get paid to tutor. We do our best to work around your schedule when we place you as a tutor. You will need your own transportation to and from the school; several schools are on the bus line. You must also pass a background check (no cost to you). While previous tutoring experience is helpful, it is not required to apply. New tutors attend a required training session. The program seeks applicants with the desire to help a child succeed and the energy and time it takes to make this commitment.

How to Apply:
Submit an online application by the application deadline: Thursday, Jan. 25th

The application instructions and link are online at www.normandale.edu/arac. Application process:

1. **Submit an online America Reads and Counts Normandale application.** The application link is at www.normandale.edu/arac. You must complete BOTH the Normandale and Bloomington Public Schools application.

2. **Submit an online application to the Bloomington Public Schools.** The application link is at www.normandale.edu/arac. You must complete BOTH the Normandale and Bloomington Public Schools application.

3. **Sign up for an interview.** Once you submit the online applications you will get an email with a link to sign up for a brief interview. The interviews are at Normandale with a Center for Experiential Education Coordinator.
4. **Respond to the background check email.** After you submit your application you will receive an email from administrator@rhis.com that you must respond to. If you don’t see the email check your junk folder.

Contact the Center for Experiential Education with any questions: (952) 358-8119 or servicelearning@normandale.edu.

---

**Normandale Campus Cupboard**

http://www.normandale.edu/campus-life/experiential-education/campus-cupboard

**Agency Description:** The Campus Cupboard is a food pantry for Normandale Students who come to school hungry and don’t have the financial means to eat every day. The Campus Cupboard partners with nonprofit Good in the ‘Hood to meet the school day nutritional needs of Normandale Community College students experiencing financial challenges and food insecurity. Students can come to the Cupboard once per day and can get three food items. We distribute food items that do not need to be refrigerated and that can be easily prepared and eaten on campus. We can also provide referrals to community resources if students have unmet needs.

**Position Description:** Students in specific service-learning classes can apply to volunteer in the Campus Cupboard. The volunteer position will check students in, help students get food, keep the Cupboard clean and organized, and assist with marketing and resource development.

The Campus Cupboard is open for service-learners to assist Monday-Thursday 8:00 am-6 pm and Fridays 8:00 am-2 pm. Service-learners can complete their hours when the Cupboard is open. The Campus Cupboard is located in the Activities Building A 2503.

Students completing their service in the Cupboard are required to attend a 1.5 hours training. Students must be in good behavioral standing with the college to serve in the Campus Cupboard.

**How to Apply:**

1. Fill out Normandale’s online Service-Learning Registration form to apply. Go to www.normandale.edu/cee. Click on “Register for Service-Learning” twice. Fill out and submit the Online Service-Learning Registration Form; select the Campus Cupboard as your Community Partner.  
   **Deadline: Tuesday, January 23rd by 4 pm** There is no additional volunteer application to complete.

2. If more than 20 students apply there will be a lottery for available spots. You will be sent an email by Wed. January 24th letting you know if you have or have not been selected to serve in the Campus Cupboard. If you are accepted, your email will include information on signing up for a training time.

3. Please contact Paige Wheeler at paige.wheeler@normandale.edu or (952) 358-9074 with questions.

---

**Ginew/Golden Eagles**

**Agency Description:** The Ginew/Golden Eagle program is an after school prevention program serving at-risk Native American youth ages 5-18 in South Minneapolis. The goal of the program is to help American Indian youth develop and strengthen skills they need to make positive life choices and live healthy lifestyles. Ginew Golden Eagle is located in the Minneapolis American Indian Center at 1530 E Franklin Ave Minneapolis, MN 55404.
**Position Description:** Volunteers assist with the after school prevention program including helping with homework during the Indian Youth Study Time and helping kids get involved with sports during the recreation time. Volunteers also help prepare meals occasionally and assist with programming and are encouraged to share their talents and interests.

**Schedule:** The after school program is Mondays through Thursdays at the following times:
- Monday 4:30-7:00 pm (5-10 year olds)
- Tuesday 4:30-7:00 pm (5-10 year olds)
- Wednesday 4:30-8:00 pm (11+ year olds)
- Thursdays 4:30-8:00 pm (11+ year olds)

**How to Apply:** Contact Yeeleng Vue at yvue@maicnet.org or by phone at (612) 879-1708 to apply. *(E-mail is preferred).*

---

**Metro South Adult Basic Education**

**Agency Description:**
Metro South Adult Basic Education provides basic educational opportunities to adults in Bloomington, Eden Prairie, Edina, and Richfield. Classes are offered in the areas of English as a Second Language (ESL), GED test preparation, high school diploma programs, and basic skills such as reading, writing, computer skills and mathematics.

**Position Description:**
In general, we seek volunteers who assist instructors and students in ESL and adult basic education classes. We have a variety of volunteering locations and options. All classes are led by licensed ESL teachers and all students are adults learning English at various levels.

**Time Commitment:**
Normandale Service Learning student volunteers generally serve for 1.25-2 hours per week for the duration of the semester depending on the requirement from each NCC instructor. Volunteer shifts are available M-Th between 9:15 and 2:00 and evenings between 5:00 and 9:00 as well as Saturday morning. Some online training hours are available to help fulfill the required number of hours.

**How to Apply:**
Call or email Mary Jo Bayliss, Volunteer Coordinator, at 952-681-6114, or by email at mbayliss@isd271.org

---

**Martin Luther Campus**

**Agency Description:** The Martin Luther Campus has been providing service to seniors for over 50 years, offering a continuum of services to help older adults live more independent, healthful, secure and meaningful lives. The campus is located in a serene neighborhood on the Minnesota River Bluffs just minutes from the Mall of America and airport.
The campus provides assisted living, adult day services, long-term skilled nursing care and memory care for residents and participants who may need daily structure, assistance and ongoing medical care. Our short-term rehabilitation area offers therapies that enable individuals to regain strength to return to their previous living settings. Our care areas encourage residents to live life to the fullest by taking part in art, music, dance and clay classes as well as other activities and spiritual care.

**Position Description:** As a volunteer you will have opportunities to assist with many programs and interact meaningfully with these vital seniors.

**How to Apply:**
Complete the application on our website [www.martinluthercampus.com](http://www.martinluthercampus.com) under “Volunteer.” Volunteer applications can be printed and faxed to Sally Peterson at (952) 888-5465 or filled out digitally and emailed to speter31@fairview.org. Please feel free to contact the Volunteer Director, Sally Peterson at (952) 948-5173 or at speter31@fairview.org with questions.

Orientation dates are Thurs., Feb. 1st at 3:00pm and Fri., Feb. 2nd at 10:00am in the conference room at Martin Luther Care Center, 1401 East 100th Street, Bloomington, MN. 55425 ph. (952) 888-7751. If either of these times do not work for your schedule, contact the Volunteer Director, Sally Peterson to arrange another time.

---

**WISE**

**Agency Description:** Women's Initiative for Self-Empowerment (WISE) is a multicultural 501(c) 3 nonprofit organization serving immigrant/refugee women and girls from all countries, cultures, and socio-economic backgrounds. WISE started in 1995 to provide opportunities for women and girls in the immigrant communities to achieve their full potential and to increase their skills towards economic success. WISE utilizes volunteers in many of its programs & benefits greatly from the involvement of college students. For more information, please see the WISE website: [https://www.womenofwise.org/](https://www.womenofwise.org/)

**WISE’s Programs**

**Girls Getting Ahead in Leadership (GGAL)** is a college preparation, career exploration, and leadership development program for immigrant/refugee girls in grades 7-12. The program is structured around:

- Educational Workshops: Provide information on planning, financing, preparing for college and career exploration.
- Group Activities/Discussions: Provide resources on organization, time management, self-esteem, public speaking, and other issues that the girls need and want to discuss.
- Support Services: Provide individual assistance in areas of academics, scholarship searches, job/internship research, and personal issues.

**GGAL Alumnae Program,** once participants graduate from high school and go to college they become a part of the GGAL Alumnae Program. The purpose of this program is to provide academic support and career coaching to participants as they complete their educational degrees. The program is structured around:

- Weekly homework help sessions
- Monthly workshops on professional development topics such as resume writing, interviewing, and financial management
• Support services: providing assistance in areas such as scholarship application, internship applications, and personal issues.

**Position Description:**
As a volunteer mentor you will have the opportunity to connect with participants in the GGAL or GGAL Alumnae program and learn about the issues impacting refugee/immigrant communities. Skills you will gain from this experience include: counseling, communicating across culture and differences, tutoring, academic advising, public speaking, and program implementation.

**Role/Responsibilities:**
- Time Commitment: One academic semester, participating in one weekly GGAL/GGAL Alumnae program session.
- Facilitate small group activities such as ice breakers, reflections, or discussions
- Work one-on-one with girls during session
- Attend Mentor Training Session to maximize your impact as a mentor
- Assist with program session set up and clean up
- Have fun! Get to know program participants and provide positive encouragement.

**Hours and Locations:**
- GGAL is held at two different sites each week
  - 1 after school sites: LEAP High School (631 N Albert St, St Paul, MN 55104) (Tuesdays and Thursdays; 2:00pm-4:00pm)
  - 1 school day site: Washington Tech Magnet High School (1495 Rice St, St Paul, MN 55117) (Mondays, Wednesdays, and Fridays; 1:45pm-3:00pm)
- GGAL alumnae program is held at WISE’s office (570 N Asbury St # 202, St Paul, MN 55104) (HW help sessions are weekly, Saturdays 12-3pm)

**How to Apply:**
- Email Naly Vang, GGAL Program Coordinator at nvang@womenofwise.org for application.
- Questions: Email nvang@womenofwise.org or call 763-313-9455
- Immigrants and women of color encouraged to apply

---

**Bridging**

[www.bridging.org](http://www.bridging.org)

**Agency Description:** Through the effective reuse of donated items, Bridging improves lives by providing quality furniture and household goods to those transitioning out of homelessness and poverty. Bridging serves over 80 households each week who are given a sense of dignity and stability as they rebuild their lives. We rely on volunteers to do just about everything at Bridging. Without your help, we simply could not help over 4,000 Twin Cities families in need every year. Listen to our story, meet the clients who benefit from our program and see the place in action. Website: [www.bridging.org](http://www.bridging.org)
**Position Description:**
Select from a variety of departments and offer up your talents and skills: Warehouse assistant, office support, shopping assistant, and product sorting

**OUR GREATEST NEED: Warehouse Assistance**
- Move donated furniture, bags and boxes throughout the warehouse.
- Restock shelves for client shopping.
- Accept community donations at the dock door.
- Load and unload vehicles. Lifting required; carts and dollies available.

**Scheduling:** Set a regular weekly schedule OR rotate from week to week/flexible scheduling. Current openings and schedules will be covered in your orientation tour.
  - **Monday - Thursday:** 8:00 - 11:30am, 9:30 - 1:00pm, 12:00 - 3:00pm, 3:00 - 6:00pm OR 12:00 - 6:00pm (Some 6-hour shifts will be available during the semester).
  - **Friday:** 9:00 - 12:00pm OR 12:00 - 3:00pm
  - **Saturday:** 9:00 - 12:00pm OR 12:00 - 3:00pm (fill fast!)

**NEXT STEPS:**
- Our ~30 minute new volunteer tour will give you a better idea of how individual volunteers make a positive impact in the lives of others. We’ll also explain the next steps to take if you’re interested in volunteering at Bridging (in particular scheduling) **Tours are offered weekly** throughout the year. Opportunities available in Bloomington and Roseville.
- **A minimum of 20 service hours** is required per volunteer/semester. All shifts are booked in advance. No drop-in volunteering.

**How to Apply**
1. Choose a Bridging Location (map & directions at [www.bridging.org](http://www.bridging.org))
   - Bloomington: Please contact Sara King at 952.460.3750 or sara.king@bridging.org
   - Roseville: Please contact Wendy Erickson at 651.319.9295 or wendy.erickson@bridging.org
2. Contact your selected location to RSVP for a new volunteer tour.
3. All volunteers must complete a volunteer profile (available at [www.bridging.org](http://www.bridging.org))
Service-Learning Steps
www.normandale.edu/cee

1. **Choose a Community Partner:** Visit www.normandale.edu/cee for information about our service-learning partners under “Key Partners.” If your desired volunteer site is not on your professor’s list, it MUST BE APPROVED by your professor.

2. **Apply with the Community Partner:** Follow the “How to Apply” steps in the partner description. Inform the partner that you are a Normandale service-learning student and the number of hours you need to complete. Fill out the partner’s application (if required). Set up a training time (if required) and schedule your service hours. Make sure your schedule works with the partner’s needs and that you’re able to complete the required hours before the deadline.

3. **Online Service-Learning Registration:**
   - Once you have completed Step 2, complete the service-learning registration.
   - 1. Visit www.normandale.edu/cee
   - 2. Scroll down, and click on “SERVICE-LEARNING REGISTRATION”
   - 3. Under “Step 3”, again, click on “SERVICE-LEARNING REGISTRATION”.
   - 4. Fill out form provided. Information you will need: email address; Student ID number; term; professor name; the community partner(s) you will be serving with; and class with section number:
   - 5. **IF YOU ARE UNDER 18** – PRINT OUT the waiver form, THEN click “Submit”. Get a parent/guardian signature on the printed waiver form and return the waiver to C1066.

**Deadline to Register Online:**

4. **Complete and submit your service hours:** Complete the number of hours required by your professor and by the partner. The Community Partner must EMAIL a confirmation of your completed service hours to the Center for Experiential Education: servicelearning@normandale.edu (must be sent from an organization email address and include your total hours) OR you can turn in paper documentation of your hours to C1066 (must be on letterhead, signed by your site supervisor, and detail the total hours with your service date(s)).

**Deadline to Turn in Hours:**

Questions? Contact the Center for Experiential Education Office: C1066
servicelearning@normandale.edu (952) 358-8119