Service-Learning Handout

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Aliveness Project

Agency Description:
The Aliveness Project links people living with HIV to resources for leading healthy, self-directed lives. Founded in 1985, Aliveness operates a member-based community center in south Minneapolis that houses supportive services for people living with HIV, including case management, care linkage, meals, food shelf, integrative therapies, member services, and nutritional therapy. The Aliveness Project also operates prevention and outreach programs. Anyone living with HIV in Minnesota can become a member of The Aliveness Project and access our community center and services at no cost.

Job Descriptions:

Kitchen Volunteer
Our kitchen volunteer is relied on to help establish a positive and welcoming environment. Specific duties include assisting the staff cook with prepping food, setting up the dining room, serving food cafeteria-style, running dishwasher, and cleaning up the dining room and kitchen.
Hours: Lunch: Monday-Friday from 11:30 AM to 2:30 PM, Dinner: Monday-Thursday from 4:30 PM to 7:30 PM, Brunch: Saturday from 10:30 AM to 1:30 PM

Food Shelf Volunteer
Our food shelf volunteer is relied on to help establish a positive and welcoming environment. Specific duties include assisting our Food Shelf Coordinator with filling bags of groceries for distribution, re-stocking shelves, record-keeping, and signing-out bags to members with appointments.
Hours: Monday, Wednesday, or Friday from 9:00 AM to 2:00 PM, Wednesday from 4:00 PM – 7:00 PM, and Saturday from 11:00 AM – 1:00 PM.

Dining Out for Life Volunteer
Dining Out for Life is our largest fundraiser, where 160+ restaurants throughout the Twin Cities donate a portion of their proceeds to The Aliveness Project on Thursday, April 26th. Students with an interest in event planning, marketing, and/or development are encouraged to apply. Duties can be tailored to fit interests. Flexible business hours; Monday-Friday from 9:00 AM – 5:00 PM.
How to Apply:
1. Email Laura Henry at laura@aliveness.org with the subject line “Normandale volunteer request”. Please include why you would like to volunteer at Aliveness, availability, and preferred volunteer position.
2. Complete volunteer application, 45 minute orientation, and volunteer paperwork, which includes a background check.

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**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.

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**Open Arms**

**Agency Description:** Open Arms of Minnesota offers a unique model of care for people in our community who are sick, need nutritious food, and have nowhere else to turn for assistance. Open Arms is the only nonprofit organization in the state that cooks and delivers free meals specifically tailored to meet the nutrition needs of individuals living with HIV/AIDS, MS, ALS, cancer and more than 60 other diseases.

**Position Description:** Open Arms was founded as a volunteer-driven organization and we continue to rely on the dedication of our volunteers for every aspect of our operation. Our volunteers have fun while they make a profound difference in the lives of our clients. Join us in one of the following volunteer opportunities, designed to fit any schedule!

- **Meal Delivery:**
  From the Open Arms kitchen to our clients’ doors, meal deliveries are an essential part of our organization and
our greatest volunteer need. Delivering is the number one way to truly see the impact of our work on our clients, as you get to personally hand them delicious food and see their smile in return. Meal deliveries start at 11 a.m. Monday through Friday. A typical route consists of 4 - 6 stops in an area of the Twin Cities and takes 1 hour - 2 hours to complete. Volunteers deliver in their own vehicles. You can volunteer in a pair if you prefer.

- **Kitchen Support:**
  Chopping fresh, organic veggies and packaging savory soup in our state-of-the-art kitchen; baking mouthwatering cookies in our warm, sunny bakery-- there's plenty to be done at Open Arms. Join us as a kitchen volunteer for a 2-hour shift and work with our chefs to create delicious, nutritious food for our clients. Shifts fall between 7:30am-9am, 9am-11am, 11:30am-1:30pm, 5pm-7pm during the week. We offer two Saturday shifts from 8am-10am and 12pm-2pm.

**How to Apply:**
First, go to Open Arms' website (http://www.openarmsmn.org/new-volunteers/) and sign up for a required New Volunteer Orientation (which lasts 2 hours). **Orientations fill up quickly so sign up as soon as you can.** During this required training, you'll learn all about the work of Open Arms and the volunteer opportunities available. After you complete new volunteer orientation, you will be able to sign up for volunteer shifts online!

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**Open Circle**

**Agency Description:** Open Circle Adult Day Services are non-profit, social-medical model day programs for older adults living in the metro area. The majority of our members have been diagnosed with a chronic illness, such as Dementia, and are at risk of being placed in long term care. Open Circle’s primary goal is to keep our members united with their loved ones within the comfort of their own homes and communities for as long as possible. To support this goal our interdisciplinary team offers our members access to daily activities, case management, therapies, nursing and caregiver support. Open Circle Adult Day Services is part of the Augustana Care organization.

**Position Description:** Open Circle interns work directly with our members, assisting staff in the facilitation of a diverse range of therapeutic activities such as brain games, music, art, adult education, active games and community outings. Interns also spend one to one time with our members providing socialization, validation and comfort. Interns have the opportunity to develop their own programming based on personal interests, talents and experiences. Students also have the opportunity to conduct informational interviews with activity, nursing and social work staff and experience a rapidly expanding area of community healthcare. **Open Circle service-learners enjoy a highly flexible schedule and the convenience of multiple site Circle locations-Hopkins, Apple Valley and North Minneapolis. Operating hours are 8:00-5:00 Monday-Friday.**

**How to Apply:** For more information please contact Mark Rosen, Director of Programming and Community Outreach at 952-935-8143 or e-mail at mdrosen@augustanacare.org
**Sholom Home**

**Mission Statement:** Sholom, in partnership with our community, supports adults in need across the continuum of care, to live fully in a Jewish environment where ALL are welcome.

**Agency Description:** Sholom is a nonprofit organization that has built a reputation for excellence in providing high quality senior care that has spanned over 100 years. With two convenient metro locations, Sholom offers a continuum of care ranging from independent senior apartment homes and assisted living to short-term rehab and skilled nursing care, hospice services, memory care, adult day services, and meals-on-wheels. Sholom is dedicated to serving the best interest of our residents through a holistic approach that includes the individual, their family, the staff and the community at large.

**Position Description:** We love volunteers at Sholom and believe that our volunteer program is only limited by imagination and execution. With that being said, the department that requires the most volunteer support at Sholom is Therapeutic Recreation. This department is critical to the success of our mission and for the growth and support of our residents’ health and wellbeing. Examples of this departments needs would be for escorting residents to/from programming and special events; helping to facilitate activities; enjoying some one-on-one time with a resident; and chaperoning for outings around the community. The hours are flexible, within reason, with most volunteers committing to at least a 1 to 2 hour shift on a regular basis.

**We have a large Russian speaking population and those residents would certainly benefit from an interaction with someone who also speaks Russian. In addition, there is a need for pet and music interaction. There would also be an opportunity to create special group volunteer opportunities so please consider inviting friends and family if this is cleared with your professors ahead of time.**

**How to Apply:** Students are required to fill out a volunteer application: [http://www.sholom.com/about/volunteer.html](http://www.sholom.com/about/volunteer.html). In addition there will need to be a background screening with fingerprinting – this is due to the interaction with Vulnerable Adults – there is no charge for this. There will be a brief orientation, about 30 minutes, which will include completing the remaining paperwork and a short tour of the campus – easy peasy lemon squeezy.

***Come help us serve the generation that has already served***

Questions: Contact Ed Johnson at edjohnson@sholom.com or (952) 939-1596.

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**St. Croix Hospice**

[www.stcroixhospice.com](http://www.stcroixhospice.com)

**Agency Description:** At St. Croix Hospice, we work to provide the highest quality care for patients diagnosed with a life-limiting illness. We recognize the significance of each precious end-of-life journey. We provide an individualized and compassionate hospice experience. We believe that moments of joy can be found through meaningful and respectful connections even during challenging times.
**Position Description:** As a companion volunteer for St. Croix Hospice, you will visit patients and offer support through conversation, listening, activities or just a calm presence. The visits may involve reading, walking or helping patients attend activities in their facilities. Visiting times are flexible and are individualized to our patients’ and volunteers’ schedules. We will place volunteers in a convenient location. We request a time commitment of one hour per week. To volunteer, you must be 18 years old, pass a criminal background check and fingerprint screen as required by the State of Minnesota, and complete a cost-free Mantoux (TB) screening. You must also complete an orientation/training session as required by Medicare.

**How to Apply:** Please contact Nyla Nightingale, Volunteer Coordinator for St. Croix Hospice. Email: nnightingale@stcroixhospice.com
Office: 952-956-6380

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**Dakota Woodlands**

**Agency Description:** Dakota Woodlands has been providing food and shelter for homeless women and children in Dakota County for over 35 years. The facility has the ability to shelter 22 families at a time and on average shelters 120 families per year. Families usually stay for about 3 months, but are welcome to stay as long as needed to move from homelessness to homes of their own. Dakota Woodlands creates an individualized plan for each family, helping them achieve long-term success by addressing and moving past the issues of homelessness. Location: 3430 Wescott Woodlands, Eagan, MN 55123.

**Volunteer Description:** Volunteers play a vital role in Dakota Woodlands' success! There are opportunities for individuals as well as small groups in the playroom, the kitchen, sorting and delivering donations, reception desk, teaching classes in computer skills, nutrition, arts and crafts, plus much more. Dakota Woodlands would love to match your skills and schedule to their needs. Volunteers will need to track hours and email the volunteer coordinator before the deadline so service hours can be confirmed.

**To Apply:** If you are interested in volunteering, please fill out the volunteer application on our website www.dakotawoodlands.org or contact Shelia Mason, Volunteer Coordinator, volunteer@dakotawoodlands.org or 651-456-9110

Apply Here: https://www.dakotawoodlands.org/Volunteer.html
**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