



So you want to serve. Now what?

How to Apply to the Urban Servant Corps

1-Contact Us and Fill out the Application Form

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As you fill out your application, look over the list of Placement Sites and pick 3-4 agencies where you would like to serve.

2- Obtain references and ask them to fill out Reference Form

3-Due Dates:

Applications will be accepted at any time during the year, but will be considered on a first come, first serve basis. Applications are normally due in the Urban Servant Corps Office at 1660 Ogden Street, Denver CO 80218 or by e-mail at servantcorps@earthlink.net on the First of February, March, and April.

Once the two to three communities are filled, applicants will be placed on a waiting list or referred to another servant corps. Reference letters are due as soon as possible after the application is received.

4-Acceptance Process:

Upon receipt of applications the Program or Executive Director will notify applicant of receipt within 2 working days. The director and any one from whom s/he seeks guidance will then review application. Determination of entrance into the Urban Servant Corps should be received by telephone or e-mail with in one week of the application being received. Agency placement will begin as soon as verbal acceptance is received from the applicant.

5-Agency Placement Process:

This is considered by the USC staff to be one of the most important steps in affording you a successful year of service. There is no one set way to match the volunteer's gifts, training, and interests with the agency that best can utilize them.

Once an applicant is accepted by the USC, and has verbally responded with a commitment to come to Denver, the process begins. Applications are mailed or faxed to the agency that seems to be the best fit. When possible, only one app will be sent to one agency at a time.

Each agency is asked to read the application carefully, call and interview the applicant, and give feedback as to USC about the acceptability of that applicant. **Applicants are encouraged to "interview the interviewer" in order to determine their desire to be a**

part of that agency. If both parties agree it is a match. If not we start over again. With the increasing number of interested placement sites, and the ability to contact new ones, we will find the site for you.

6-Commitment of Agreement:

Once a placement is accepted by the applicant and agency, a letter of invitation is sent to the applicant with a “Commitment of Agreement.” The Commitment should be signed and returned to the Urban Servant Corps as soon as possible.

IMPORTANT!!! This document should not be signed until the applicant is absolutely certain of their commitment to come to the Urban Servant Corps and work at the agency designated! Once the Commitment of Agreement is signed and returned the agency will receive no more applicants. When a person drops out of the program after the Commitment of Agreement is signed, the agency is usually left without a volunteer and the Urban Servant Corps often ends up with a short community.

7-Arrival!

The USC volunteer year begins on the fourth Sunday of August each year.