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# 2011-2012 Intern Manual

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University of Kansas Medical Center  
Division of Student Services  
3901 Rainbow Boulevard, Kansas City, KS 66160

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“Each of us has been blessed with a calling to serve others, which stems from a passion to make a difference in the world. We must seize each opportunity to strengthen partnerships and stay fully engaged in the communities we serve. Whether volunteering time as a Youth Friend or taking time to help a neighbor during Christmas in October, we can positively impact the quality of life in our med center neighborhood.”

Barbara Atkinson, M.D.  
Executive Vice Chancellor of the University of Kansas Medical

## Introduction

The Community Outreach Program was founded in the fall of 1995 by Dean Dorothy Knoll, under the Division of Student Services, to extend the opportunity to become involved in a volunteer service program to students in the Schools of Allied Health, Nursing and Graduate Studies. Since that time, nearly 100 student interns have completed over 10,000 hours of volunteer service in Wyandotte County of Kansas City, KS.

The goal set forth by Dean Knoll for the Community Outreach Program is simple: to turn KUMC students into life-long volunteers. The program exposes students to cultural, social, economic and environmental diversities that help them gain a better understanding of other people and themselves. Through hands-on volunteer service experiences in the community and programs that foster teamwork and personal development, the University of Kansas Medical Center Community Outreach Program touches upon the many aspects of personal wellness and affects the lives of the students and the people in the community. The experience and knowledge Community Outreach Program student interns gain cannot be found in any classroom, but perhaps it will educate KUMC students to be more compassionate and caring health care professionals and members of society.

## Reflections on the Past.....

For many students at KUMC, being an intern in the Community Outreach Program has been an important life-changing experience. Volunteering their time has made past COP interns more aware of the challenges many people in society face everyday, and the little things we can do to help. Here are just a few words of reflection from past COP interns. As you read, try to imagine what new people, places and situations you might encounter as a COP intern.

“I met people that I never would have and I worked at places that used to be considered somewhat ‘dangerous’ to me. It opened my eyes to a world that I only saw on T.V.”

“I have been inspired to continue volunteer work in the future because I saw what a positive impact simply volunteering my time had on others.”

“This experience through COP has been such an informative one that I am actually planning to return to the general clinic setting as a nurse practitioner, both for employment and for volunteer service in the future.”

“There are many needs in our community and I have realized that volunteering has given me a sense of reward, enabled me to feel good about something that I have done, and make a difference in someone’s life. That difference, even if it is to only one person, is worth the effort.”

“I feel that I have gained insight into the lives of others and I have realized how the smallest giving of myself greatly impacts somebody else.”

## A Message from the Dean

# The University of Kansas Medical Center

Dean of Students  
Division of Student Services

September 1, 2006

Dear Community Outreach Program Interns,

It is my sincere belief that for those of us to whom much has been given, much is required. You have been given much by your own hard work and the opportunities which have been afforded you. You will give much as you embark on your outreach adventure with others in the community. As you will discover, you will be given much more in return.

It is my hope that you, when you graduate and leave KUMC, will carry this core of volunteerism with you and continue to give in the communities in which you choose to live. Thank you for being a part of the Community Outreach Program.

Sincerely,



Dorothy Knoll, Ph.D.  
Dean of Students



## Intern Expectations

As an intern in the 2011-2012 Community Outreach Program, there are several expectations that you should be prepared to meet by the completion of this program. These expectations were also included in the good faith contract that you submitted with your application expressing your willingness to comply with the terms and conditions of this program.

Each intern shall:

- Complete the COP Intern Orientation held on September 17, 2011.
- Complete at least 135 hours of volunteer service in Wyandotte County. It is suggested that 35 of these hours be completed by December 31, 2011. All hours must be completed by May 10, 2012.
- Attend all scheduled group meetings. Understanding that family, health and some school conflicts may interfere with a scheduled meeting, one absence will be allowed over the course of the academic year.
- Complete a mid-program self-evaluation of volunteer participation and experiences. Complete an end-of-the-year evaluation of the program.
- Meet with the director and advisors in January to discuss progress in the program.
- Work with your assigned group and the Student Director to execute a monthly group project for all COP Interns. Submit a poster for the showcase, detailing the project, no later than 3 weeks after the event.
- Create a poster of your individual volunteer experiences and attend the COP Showcase Poster presentation in the spring.
- Maintain good academic standing in your respective school or program.
- Submit an article to the Sun Newsletter for your assigned month.
- Answer reflection questions on volunteer and interpersonal experiences during the COP.
- Use the COP mission statement as your guide during all COP individual and group work.
- Complete all assignments given to you by your agency to the best of your ability.
- Meet any orientation, in-service instruction or special training requirements set forth by the agency.
- Aid in spreading the ideals of volunteerism and community service to the KUMC and surrounding communities.

## **Service Hours**

The Community Outreach Program is a work study program. COP Interns receive work study from either federal or internal sources, depending on their individual qualifications. Interns should submit a time sheet bi-weekly to 3001 Student Center, attn: Fonda Briles. Payment will be made at the hourly rate of \$8.52 according to the number of hours completed each month. Students will receive their work study check every 2 weeks. A total of 135 hours can be submitted.

Any meeting, event or activity associated with the Community Outreach Program is an acceptable source of service hours. So, you may enter hours spent at group meetings, group project planning, orientation, presentation preparation, and any other COP events. Hours for these items will be reviewed before payment. Each hour entered on the time sheet should include a description of how the time was spent.

Four times throughout the year, your agency contact person will receive a copy of your submitted timesheets. This is to ensure description verification for auditing purposes. If at any time your agency's contact changes, please be sure to update your records with the COP director and administrator.

Stop by 3001 Student Center for copies of your timesheet. For an explanation of how to complete a time sheet, please see the "Time Sheet Example" found on page 10 of this manual.

## **Literacy Program Requirement**

In compliance with Title II of the Elementary and Secondary School Education Act and the America Reads program under the U.S. Department of Education, the Community Outreach Program must employ at least one Federal Work Study student as either a reading tutor of preschool or elementary school children or in a family literacy program performing family literacy activities. All of your literacy hours must be completed in Wyandotte County. A list of select agencies that have opportunities for volunteerism in literacy programs are found in the agency list section of this manual with the following icon:



## **Meetings**

We will meet as a group periodically to discuss the progress of the program and our experiences at the agencies. We will also have the opportunity to make critical reflections on what our volunteer service means for our lives and for the ones we serve. These meetings are mandatory and count towards your 135 hour requirement.

## **Evaluations**

The student director will meet with each intern and agency supervisor on an as-needed basis in early January to discuss the program, address any concerns or suggestions and to evaluate the intern's participation and progress. In addition, self-evaluation forms will be distributed mid-term to help each intern critically evaluate the COP program, the agencies they have worked with, and their personal involvement & experiences in the program. These evaluations are very important for addressing special needs and concerns and in helping the director and advisor make the COP more rewarding. Please complete the evaluations honestly and thoroughly.

Additionally, the agencies with which you volunteer will be given an opportunity to complete a formal mid-program written evaluation of your volunteer participation at each agency. The

purpose of these evaluations is two-fold. First, they will give insight into the agency's goals for your volunteer work, whether or not they are being met and the efficacy of the COP in the community. Second, the agency evaluations will assess your accountability to the commitments you make to the agency and their clients. As an intern, you should understand that the commitments you make to agencies are important obligations and should be treated like a job. Dependability is a very important part of forming the relationships that bridge the gaps between people of diverse backgrounds and situations. Taking this into consideration, interns who neglect their commitments to their agencies will be asked to leave the program.

### **Group Projects**

Developing teamwork amongst the members of the healthcare community is an important goal of the Community Outreach Program. In light of that goal, we are requiring that interns, in groups of two or three, create a poster detailing the events of their assigned group project. The actual project will be planned by the Student Director. After the group project is complete, you will work together to create a poster to display at the Showcase in the spring. The poster should exhibit what the project was about, what we achieved, etc.

All interns are expected to attend group projects. Your Student Director has spent time and energy planning these group projects, so please make a good-faith effort to attend. Additionally, an intern who misses more than one group project may be asked to leave the program. Special circumstances will be addressed on a case-by-case basis, but please make them known to the director or advisor well in advance.

### **Poster Showcase**

In addition to the Group Project Posters you will create, each intern will individually have a choice of presenting either a formal poster presentation or an oral presentation detailing their experiences in the Community Outreach Program to any interested KUMC faculty, staff, and students as well as agency representatives. This Poster Showcase will take place Monday, April 9, 2012 in the School of Nursing Atrium. The presentation should describe your volunteer experiences at your agency. The presentation should touch upon the purpose and mission of your agency, the people and places that you encountered, and how the program has affected your life. The purpose of the COP Poster Showcase is not to evaluate the program or intern participation, but to spread the energy, emotions, and efficacy of volunteerism to our peers at KUMC.

### **Reflection Questions**

Each month the Student Director will email reflections questions to help you process through your volunteer experiences. These questions should be answered within one week of receiving them and emailed back to the Student Director. The reflections questions are intended to guide your thinking and planning for your poster presentation. They will help you discover the personal meanings of the cultural, socioeconomic, interpersonal and environmental experiences that you may have while in the COP. Your answers will also serve as a tool for the Student Director and Advisors to evaluate your participation in the COP program.

Reflection should help you to work on personal development issues, define your own personal work ethic, stay focused, and deal with any problems that arise during your internship. It may also serve as a personal record of your progress at an agency.

### **Mission Statement**

The COP Mission Statement will be molded and shaped during orientation. The mission statement is a very important guide for what we should do during our tenure in the COP. It is critical for this program's success that each one of us makes the very best effort to meet the goals we set forth for ourselves. While this document demonstrates our will to make a difference, standing by our words with our actions will show our determination and dedication to those ideals.

### **Academics**

Although your internship in the Community Outreach Program is an important part of your education at KUMC, your academic responsibilities must always come first. Please make a special attempt to balance your academic, personal and volunteer schedule so that priority is given to class work. At the semester break, we will review each intern's academic standings. If it is found that an intern's academic performance has slipped since becoming an intern, we will ask that the individual discontinue the internship in order to devote more time to his or her studies.

### **Sharing our Spirit**

As a volunteer organization at KUMC, we have a special responsibility to share our enthusiasm and energy for volunteering to the rest of the KUMC community and our neighbors. If you make yourself a presence and voice for volunteerism, you may start the fire burning in another future volunteer. As a group, by our example, we can show the KUMC community that even the few of us in the Community Outreach Program can make a difference. Imagine if everyone at KUMC gave just a few minutes of their time to help those in need...just imagine what we could accomplish.

## Important Dates

Interns are expected to attend all scheduled COP events, unless otherwise indicated. Missed attendance will be evaluated on a case-by-case basis. Please be sure to visit <http://www.kumc.edu/cop/calendar.html> for updates to the schedule.

### **Saturday, September 17, 2011**

Community Outreach Program Orientation  
Calkins Center, KUMC  
9:00 a.m. - 2:00 p.m.– lunch will be provided

### **Saturday, October 1, 2011**

Christmas in October  
Rosedale Neighborhood  
7:00 a.m. - 3:00 p.m.–House repair and painting

### **Saturday, November 5, 2011**

**TBA**

### **Saturday, December 3, 2011**

Friendship Inn  
9:00 a.m.-12:00 p.m.–Decorate Friendship Inn for the holidays

### **Saturday, January 21, 2012**

Poster decorating  
Calkins Center, KUMC  
9:00 a.m.-12:00 p.m. –Work on posters for the Poster Showcase

### **Saturday, February 11, 2012**

**TBA**

### *Saturday, February 25, 2012*

*Reach Out and Read*  
9:00 a.m.-12:00 p.m.–Decorate clinics for Dr. Seuss Week

### **Saturday, March 10, 2012**

**TBA**

### **Monday, April 9, 2012**

COP Showcase, SON Atrium

12:00-1:00 p.m.—Poster showcase; lunch will be served

**Saturday, April 14, 2012**

Habitat for Humanity - Tentative

8:00a.m. - 4:00p.m.

**Saturday, May 5, 2012**

**TBA**

**May 10, 2012** - All Intern hours must be completed

*\*Optional Events: these events are not mandatory; interns are encouraged to participate in these events in order to pick up additional hours and to continue to enrich the diversity of their experiences.*

***“The ultimate expression of generosity is not in giving of what you have, but in giving of who you are.” ~Johnnetta B. Cole***

## Time Sheet Guide

Time sheets are due on **THURSDAYS** to 3001 Student Center (Attn: Fonda Briles). The office is open from 8am-5pm, Monday-Friday. You are also welcome to fax your time sheet to 913-588-4697, attn: Fonda. Time sheets are completed in 2 week increments and should be submitted every other week, starting with Thursday, September 29, 2011.

**The following is a list of dates that timesheets are due:**

September 29, 2011

October 13, 2011

October 27, 2011

November 10, 2011

November 24, 2011

December 8, 2011

December 22, 2011

January 5, 2012

January 19, 2012

February 2, 2012

February 16, 2012

March 1, 2012

March 15, 2012

March 29, 2012

April 12, 2012

April 26, 2012

May 10, 2012 (last timesheet of the year)



# Agency Selection Form

Intern Name: \_\_\_\_\_

**\*\*TO BE COMPLETED BY THE INSTITUTION UPON RECEIPT\*\***

Student's KUID #: \_\_\_\_\_ Student's SSN: \_\_\_\_\_

Student Federal Work Study Award for the 20\_\_-20\_\_ academic year: \$ \_\_\_\_\_

Student's Hourly Wages: \$ \_\_\_\_\_ /hour

(This will be paid solely through the University of Kansas Medical Center Federal Work Study and institutional funds.)

Total number of hours student is available to work \_\_\_\_\_ for the  year  semester  
(Divide the student's award amount by the hourly wage)

Agency Name: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Brief Description of Agency: \_\_\_\_\_

\_\_\_\_\_

Brief Description of Anticipated Work: \_\_\_\_\_

\_\_\_\_\_

By signing this contract, I \_\_\_\_\_ (as an authorized representative of the organization) certify that the student named on this contract will perform work at the Agency during the current academic year/term and that the student will be adequately supervised in order to ensure satisfactory job performance. I also understand and agree to adhere to all FWS policies and regulations as stated in the **Federal Work Study Community Service Program (FWSCSP) Participation Agreement** and will notify the FWS Coordinator of any changes in the student's employment status. I further understand that failure to do so may result in termination of our participation in the program.

Agency Supervisor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Institution Liaison Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

FWS Coordinator Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

The University of Kansas Medical Center, 3901 Rainbow Boulevard, Kansas City, KS 66160  
(Phone) 913-588-5170 (Fax) 913-588-8841 (Email) [financialaid@kumc.edu](mailto:financialaid@kumc.edu)  
(Website) [www.kumc.edu/studentcenter/financialaid.html](http://www.kumc.edu/studentcenter/financialaid.html)



### WYANDOTTE COUNTY

#### ***Accessible Arts, Inc.***

The mission of Accessible Arts, Inc. is to unlock the arts for children with disabilities and advocate access to the arts. Interns are needed as clerical assistants for bulk mailings, general filing, copying and folding brochures, staff transportation, photo album maintenance, library management, interior painting, arts programming, unpacking materials and shelving them, carpentry/building shelves, word-processing and internet training, special event volunteers, after school art class aides, and a pianist once a week from 8AM-noon.

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

**Contact:** Beth Sarver, 913.281.1133  
[bsarver@accessiblearts.org](mailto:bsarver@accessiblearts.org)

1100 State Avenue

Kansas City, KS 66102 (On the Kansas State School for the Blind campus)

#### ***American Red Cross***

The work of the Red Cross is to provide 24 hour emergency response to local and national disasters (typically in Kansas City that means home fires); teach first aid, CPR and youth safety programs.

Interns/volunteers are needed to teach youth safety programs, promote and recruit blood donations, respond to family needs caused by home fires as part of the disaster action team, install smoke detectors in at risk homes, assist at fundraising and special events, and assist in the office with daily tasks.

[www.kck.redcross.org](http://www.kck.redcross.org)

**Contact:** Jason Williby,  
913.321.6314 x103 (office)  
913.634.9808 (cell)

[willibyj@usa.redcross.org](mailto:willibyj@usa.redcross.org)

1600 Washington Blvd  
Kansas City, KS 66102

#### ***Associated Youth Services***

Associated Youth Services exists to advance the social, educational, health and overall success of youth and their families. Interns may assist the AYS staff nurses with producing 14 'Hip Hop for Health Fairs' in each of the Kansas City, Kansas, middle schools and high schools. The health fairs take place approximately every other Friday during an entire school day. Youth receive important information from over 30 social service agencies, health assessments that measure blood pressure and BMI, and dental screenings. Other volunteer opportunities can be found at:

[www.aysusa.org/getInvolved.html](http://www.aysusa.org/getInvolved.html)

**Contact:** Teri Kriege, 913.831.2820 x231  
[tkriege@aysusa.org](mailto:tkriege@aysusa.org)

P.O. Box 171234

803 Armstrong Avenue  
Kansas City, KS 66117

#### ***Bethel Neighborhood Center***

Bethel Neighborhood Center offers a intergenerational social, educational and recreational program for youth ages 11-18 and adults age 60 and older, provides assistance/referral and youth education for home repair, language translation and financial literacy for individuals and families, and offers an after school and summer enrichment program for youth ages 5-14 free of charge. [www.bethelcenter.org](http://www.bethelcenter.org)

**Contact:** Rakmi Shaiza, 913.371.8218  
[rshaiza@bethelcenter.org](mailto:rshaiza@bethelcenter.org)

14 S. Seventh St.

Kansas City, KS 66101

#### ***Big Brothers Big Sisters of Greater Kansas City***

The Big Brothers, Big Sisters and Big Couples programs provide a long-term



mentor role with elementary school and high school students in Wyandotte County. An additional volunteer opportunity is offered through the Mentor a Kauffman Scholar Program. This opportunity allows interns to work with a college-bound high school student from Wyandotte County. The kids involved in the Kauffman Scholars are in the process of earning a full-ride scholarship to the college of their choice. They come from low-income backgrounds in the KCK school district and will be first-generation college attendees. BBBS asks that you hang out with your Kauffman Scholar once a month and help them make the transition from high school to college.\*\*

Interns must submit to extensive training, background checks, and must be willing to commit to a long-term program (more than 6 months) which will continue beyond the COP program. Interns need to volunteer at least 1 time a week for 2-4 hours.

<http://www.bigbrothersbigsisterskc.org/>

**Contact:** Scott Cruce, 816.777.2892

[scott@bbbskc.org](mailto:scott@bbbskc.org)

3908 Washington St.

Kansas City, MO 64111

### ***Boys and Girls Club of Wyandotte County***

In every community, boys and girls are left to find their own recreation and companionship in the streets. An increasing number of children are at home with no adult care or supervision. Young people need to know that someone cares about them. The Boys and Girls Clubs of Greater Kansas City offer that and more. Club programs and services promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence. The Boys & Girls Clubs are a safe place to learn and grow; all while having fun. It is truly The Positive Place For Kids. [www.helpkckids.org](http://www.helpkckids.org)

**Contact:** Eutisha McClain,

816.361.3600 x327

[emcclain@helpkckids.org](mailto:emcclain@helpkckids.org)

6301 Rockhill Rd., Suite 303

Kansas City, MO 64131

### ***Cancer Action***

Cancer Action is a local, non-profit social service agency providing compassionate care to cancer patients and their families. Cancer Action provides direct services, financial assistance, emotional support and wellness programs to those who have received a cancer diagnosis. The intern position at Cancer Action will help provide support to the Kansas City, KS office by providing office support, data entry, helping to organize supplies, resource materials, and various office duties.

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

**Contact:** Leslie Berning, 913.642.8885

[leslieb@canceractionkc.org](mailto:leslieb@canceractionkc.org)

::Cancer Action is located inside the

American Red Cross Building::

1600 Washington Blvd.,

Kansas City, KS 66102

### ***Cross-Lines***

Cross-Lines' mission is to provide people affected by poverty with basic services and opportunities that encourage self-confidence and self-sufficiency. There are many opportunities to volunteer at Cross-lines! Interns are needed for youth group project leaders, community service projects, thrift store cashier (half day shifts: one time a week or 2 times a month), receptionist, clothes sorter, shoe sorter, food pantry helper, commodities sacker and commodities deliverer. Other opportunities include: volunteer to help cultivate, plant, harvest and weed Cross-Lines garden. Monday, Thursday and some Saturdays 8am-11am or volunteer to attend First Fridays in the Cross-Roads District with Cross-Lines staff to help sell antique and vintage items from the Thrift Store. First Fridays of Spring, Summer and Fall months.

**Contact:** Amber Glasgow, 913.281.3388

[amber@cross-lines.org](mailto:amber@cross-lines.org)

736 Shawnee Avenue

Kansas City, KS 66105

### ***Cultivate Kansas City***

This program assists inner-city residents who are boot-strapping themselves out of poverty by urban farming on vacant lots. It is through the Oak Grove Neighborhood Association Affiliate Farm of the Kansas City Center for Urban Agriculture and involves the US Department of Agriculture and Kansas State University Agricultural Extension Office.

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

**Contact:** Ami Freeberg, 913.944.5639,  
[ami@cultivatekc.org](mailto:ami@cultivatekc.org)

### ***Duchesne Clinic***

The Duchesne Clinic provides outpatient care to the uninsured of Wyandotte County. Student volunteers are needed to provide patient check-in as well as assist with gardening in the clinic's garden on Strawberry Hill. Individuals with computer skills are also needed for data entry, and students with conversational and medical Spanish background may help as interpreters. [www.duchesneclinic.org](http://www.duchesneclinic.org)

**Contact:** Gloria Guerra, 913.321.2626  
[gloria.guerra@caritasclinics.org](mailto:gloria.guerra@caritasclinics.org)  
636 Tauromee Ave  
Kansas City, KS 66101

### ***El Centro***



El Centro's mission is to strengthen communities and empower families through educational, social, and economic opportunities. To meet that mission, we provide programs and services aimed at strengthening family ties and, as a result, we make the community a better place to live and work. We deliver on that promise by providing Pre-K education, domestic violence counseling, financial management, health services, and community outreach for families and individuals of all ages, races and religions. Volunteer opportunities are available throughout our agency in

administration, direct client services, and marketing. \*\*

**Contact:** Lisa Castro, 913.677.0100  
[Lcastro@elcentroinc.com](mailto:Lcastro@elcentroinc.com)  
650 Minnesota  
Kansas City, KS 66101

### ***Friendship Inn***

Friendship Inn was established to create a "home away from home" for out-of-town family members and/or patients who are receiving medical treatment at KU Medical Center. The Friendship Inn is located 1 1/2 blocks from KU Medical Center and Hospital. People come from around the country to receive treatment at KU.

Friendship Inn provides a clean, relaxing, and home-like setting for them after they have spent a day at the hospital. Interns are needed for a variety of projects throughout the year. See their website at [www.friendshipinnkc.org](http://www.friendshipinnkc.org).

**Contact:** Peggy Walls, 816.506.6339  
[pegwalls45@aol.com](mailto:pegwalls45@aol.com)  
4146 State Line  
Kansas City, KS 66103

### ***Girl Scouts of NE Kansas and NW Missouri***

Girl Scouting builds girls of courage, confidence and character to make the world a better place. Our Girl Scout Council serves girls 5 to 17 years of age in 22 Counties in Kansas and 25 counties in Missouri, to help girls discover their own strengths and explore new interests. Girl Scout troop leaders not only make this program possible, but become strong role models who make lasting impressions on the lives of the children. Troop leaders hold meetings either one day a week or one day every other week for 1 1/2 hours in a public environment, such as after school sessions, in community centers, churches, etc. Troop leaders are provided an orientation and training regarding developmentally appropriate activities and instruction. Interns must

choose to lead troops located in Wyandotte County.

**Contact:** Pauline Rios, 816.759.3113  
PaulineRios@girlscoutsksmo.org  
8383 Blue Parkway  
Kansas City, MO 64133

### ***Good Samaritan Project***

The Good Samaritan Project is a bi-state HIV/AIDS intervention and education program. Interns are needed for direct client service including providing transportation for clients and participating in hygiene, school supply, and food drives. The Good Samaritan Project is willing to tailor your internship to your desired experience.

[www.gsp-kc.org](http://www.gsp-kc.org)

**Contact:** Emily Hachman,  
816.561.8784 x107  
ehachman@gsp-kc.org  
3030 Walnut  
Kansas City, MO 64108

### ***Heartland Habitat for Humanity***

Heartland Habitat for Humanity's mission is to build simple, decent, and affordable homes for people in need, following biblical purposes. ReStore sells new and used donated items for houses and construction to the public at a 20-80% discount. All net proceeds go towards building our homes. Items that are donated are new or gently used. They are a green organization, recycling 99% of what they receive. In one year, they diverted 150 tons from the landfill. Interns can assist in unloading trucks, sorting and pricing items, constructing shelves and displays, and assisting customers. ReStore is open Tuesdays through Fridays, 10am-6pm, and Saturdays, 9am-4pm.

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

**Contact:** Vanessa Little, 913.342.3047  
Vanessa@heartlandhabitat.org  
520 S. 55<sup>th</sup>  
Kansas City, KS 66106

### ***Harvesters***

Harvesters' mission is to feed hungry people today and work to end hunger tomorrow. As this area's only food bank, Harvesters is a clearinghouse for the collection and distribution of food and related household products. We've been helping people in need since 1979 by:

- ~Collecting food and household products from community and industry sources
- ~Distributing those products and providing nutrition services through a network of nonprofit agencies
- ~Offering leadership and education programs to increase community awareness of hunger and generate solutions to alleviate hunger

Our network includes more than 620 nonprofit agencies throughout our 26-county direct service area, including emergency food pantries, soup kitchens, homeless shelters, children's homes, homes for the mentally disabled and shelters for battered persons. Our network provides food assistance to as many as 66,000 different people each week. Harvesters is a certified member of Feeding America, a nationwide network of more than 200 food banks, serving all 50 states. [www.harvesters.org](http://www.harvesters.org)

**Contact:** Volunteer Services, 816-929-3090  
volunteer@harvesters.org  
3801 Topping Ave.  
Kansas City, MO 64129

### ***Humane Society***

The Humane Society of Greater Kansas City is the metro area's oldest no-kill animal shelter. We have volunteer opportunities available 6 days of the week. To get started you just need to fill out a volunteer profile. Then we just need to get you setup to join us for training. Volunteer training is available the second Saturday of each month from 10-noon or the fourth Thursday from 10:30-noon. FYI we don't ask volunteers to do any cleaning, feeding or medicating...just loving and playing. [www.HSGKC.org](http://www.HSGKC.org)

**Contact:** Jo Hickey, 913.596.1000 x122  
jo@hsgkc.org  
5445 Parallel Pkwy  
Kansas City, KS 66104

### ***Kansas City Kansas Public Schools***

Kansas City Kansas Public Schools department of Student, Family and Community Services has opportunities for interns with their specialists (Community Outreach, Foundation for Excellence, Truancy & Alternative Services). The work includes community agency screening, presentations, strategic planning, clerical management and more. If you are looking to learn more about the how the school district meets the needs of students, families and obtains community support, this intern opportunity is for you. [www.kckps.org](http://www.kckps.org)

**Contact:** Lisa Garcia,  
913.279.2094 (office), 913.568.2592 (cell)  
4601 State Ave., Suite 38  
Kansas City, KS 66102

### ***Kansas State School for the Blind***

The mission of the Kansas State School for the Blind is to empower students with the knowledge, attitudes, and skills needed to assume responsible roles in society and to lead fulfilling lives. With an environment rich in comprehensive services, education specialists, and individualized curriculum, transition planning and statewide outreach, KSSB will lead through partnerships with parents, local schools, and community resources to ensure equal access to high quality education for all Kansas students who are blind or visually impaired. Interns are needed to help tutor and socialize with the students in the dorm as well as help out with special events at the school such as athletic events, parents' weekend, and holiday parties. [www.kssb.net](http://www.kssb.net)

**Contact:** Anne Nielsen, 913.620.3045  
[anielsen@kssdb.org](mailto:anielsen@kssdb.org)  
1100 State Avenue  
Kansas City, KS 66102

### ***Metropolitan Organization to Counter Sexual Assault (MOCSA)***

MOCSA's mission is to lessen the ill effects of sexual assault and abuse through prevention and education programs, intervention and treatment sessions, and advocacy for victims. If you choose to become a MOCSA volunteer, you will be helping others deal with the very difficult issues of sexual abuse and assault. Volunteer positions include opportunities for providing advocacy to victims while evidence is collected at the hospital/police department or working on prevention through education and outreach. All volunteer positions are imperative to MOCSA, and volunteers will receive training and resources. For more information or for an application, check out the MOCSA website at [www.mocsa.org](http://www.mocsa.org) \*\*\* Please note volunteer training is offered 3 times per year. \*\*\*

**Contact:** Beth Schild  
816.285.1376, [bschild@mocsa.org](mailto:bschild@mocsa.org)  
3100 Broadway Suite 400  
Kansas City, MO 64111

### ***Odyssey Hospice***

Odyssey HealthCare is the embodiment of the hospice concept providing compassionate care and comfort to people experiencing the final phase of their life's journey. Interns are needed to provide companionship to one patient and spend 1-4 hours per week spending time with their patient. Other opportunities include administrative positions.

**Contact:** Gretta Koehler-Jones,  
816-795-1333  
[www.odsyhealth.com](http://www.odsyhealth.com)  
[gkoehler-jones@odsyhealth.com](mailto:gkoehler-jones@odsyhealth.com)  
800 E. 101<sup>st</sup> Ter.  
Kansas City, MO 64131

### ***PACES***

PACES is Wyandotte County's agency serving children, adolescents and their families who are dealing with emotional or

behavioral health concerns. Our Mission Statement reads as follows: *Helping kids. Empowering families. Creating hope. Transforming lives.* PACES provides the following services for youth and families: case management; therapy; psychiatric services; groups to learn and model social skills; free parenting classes; parent support; Walk-in Crisis Clinic; 24-hour Crisis Line; Exchange & Visitation Center for supervised visits with children by parents involved in divorce or custody cases or domestic violence situations; and emergency shelter for youth placed in police protective custody due to suspected abuse in the home. [www.paceswc.org](http://www.paceswc.org)

**Contact:** Laura Severance, 913-328-4834  
[severance\\_1@wmhci.org](mailto:severance_1@wmhci.org)

**24-hour Crisis Line:** 913-788-4200  
[information@wmhci.org](mailto:information@wmhci.org)  
1301 North 47<sup>th</sup> Street or 1620 S. 37th St.  
Kansas City, KS 66102 KC, KS 66106  
or

7840 Washington Avenue  
Kansas City, KS 66112

### ***Project Eagle and Community Programs***

Project EAGLE is a major division of the Department of Pediatrics, within the School of Medicine, at the University of Kansas Medical Center. Project EAGLE manages multiple home-based and center-based early childhood education and comprehensive family support programs in Wyandotte County, Kansas. Project EAGLE's mission is to blend public and private dollars to assure that young children most at risk for academic failure receive the comprehensive services necessary for them to be healthy and successful in school and life. Current volunteer need: Front Desk Volunteer- time commitment would include a 3 hr shift Monday - Friday preferably 10 am to 1 pm. Looking for volunteers to work one or more days each week. Duties include: Answer phones, transfer incoming calls, greet clients, sign for deliveries

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

**Contact:** Jennifer Adhima, 913-281-2648  
[jadhima@kumc.edu](mailto:jadhima@kumc.edu)  
444 Minnesota Avenue, Suite 100  
Kansas City, KS 66101

### ***Reach Out and Read Kansas City***

*Reading is doctor-recommended*



Reach Out and Read Kansas City is a medically-based, early childhood literacy program that provides free books to at-risk children and literacy information to parents in the Kansas City area. Medical providers share information on the importance of reading and brain development with families during well-child visits. Volunteers read to children in 45 pediatric waiting rooms across Kansas City, including several at KU Med Center and nearby clinics in Wyandotte County. In addition to helping as volunteer readers in area clinics, volunteers are also needed to periodically sort donated books in our book storage area at KU Med Center and assist with special events like Dr Seuss Week and book drives. If you love books and enjoy being with kids this is a great fit for you! Volunteers need to fill out an application and attend a one hour training session at KU Med Center prior to volunteering. [www.reachoutandreadkc.org](http://www.reachoutandreadkc.org)

**Contact:** Laura Long, 913.588.2793

[llong2@kumc.edu](mailto:llong2@kumc.edu)

3901 Rainbow-GO11 Miller

Mail Stop 4004

Kansas City, KS 66160

### ***Rose Brooks Center***

Rose Brooks Center is a comprehensive domestic violence agency that provides a full continuum of care including prevention programming, crisis intervention and other supportive services to thousands of women and children each year. Opportunities include: sorting clothes, holiday store, special events, clerical work, kitchen support, deep cleaning projects, yard work, etc. [www.rosebrooks.org](http://www.rosebrooks.org)

**Contact:** Joan Dougherty,  
816-523-5550 x417  
joan@rosebrooks.org

### ***Rosedale Developmental Association***

Rosedale Development Association is a 501(c)3 not-for-profit community development corporation, serving the Rosedale area of Kansas City, KS and Wyandotte County. RDA's mission is to work in partnership with residents, businesses, and institutions to build a strong and healthy community and to improve the quality of life for those who live, work, and play in Rosedale. Volunteers are needed to help with newsletter mailings, graffiti rapid response, community gardens, youth activity programming, Walking School Bus, and minor home repairs.

**Contact:** Stephanie Kollmann,  
913.677.5097, sekollmann@gmail.com  
1403 Southwest Blvd.  
Kansas City, KS 66103

### ***Ruby Avenue Baptist Church***

Cindy Peterson, 913-281-2541  
1154 Ruby Ave.  
Kansas City, KS 66106

### ***Salvation Army***

The Salvation Army offers a helping hand to people of all ages, races and cultural backgrounds. It helps the elderly, families and young people alike. The Salvation Army translates its faith into action by offering programs and services around the world. Locally, this includes a center for homeless services, a early childhood learning center, emergency assistance, crisis care, supportive housing, drug and alcohol rehabilitation, home and hospital visits, military services, prison work, programs for the elderly, summer camps, Hispanic outreach ministry

and a corps community center.

www.salary-mokan.org

**Contact:** Major Judy Forney, 913.232-5460  
judyforney@usc.salvationarmy.org  
6723 State Ave.  
Kansas City, KS 66112

### ***St. Benedict's Early Education Center/ Catholic Charities of NE KS***

The mission of St. Benedict's Early Education Center is to provide assistance to low income or in poverty families, "at risk" children, and children with special needs. St. Benedict's Center is run by the Catholic Charities of Northeast Kansas. Some projects include, working with teen mothers, helping with Parenting Education classes in English and Spanish, help organize special events, etc. www.catholiccharitieskc.org

**Contact:** Kasie Garlington,  
913-621-7403 (office)  
913-909-1060 (cell)  
kgarlington@catholiccharitiesks.org  
220 S. 9<sup>th</sup> St.  
Kansas City, KS 66101

### ***St. Paul's Emergency Food Pantry And Saturday Breakfast***

St. Paul's Episcopal Church offers vital services to homeless, un- and under employed urban neighbors. These services are open to any and all denominations. The emergency food pantry operates on Saturdays from 10:00 a.m.-1:00 p.m., and on Wednesdays from 12:30-3:00. Volunteers are asked to come thirty minutes to one hour early to help breakdown bulk items, stock shelves, and unload the van bringing donated food. When the pantry opens, volunteers will be assigned a job by one of the managers. Jobs include check in, working in our office areas processing current registered neighbors and registering new ones, as well as assisting shoppers. St. Paul's also offers a Saturday breakfast, which provides for over 200 people each week. Volunteers are able to help prepare,

serve, and clean up breakfast between 7:30 a.m.-11:00 a.m. [www.stpaulskck.org](http://www.stpaulskck.org)  
**Contact:** Gail Reynolds, 913-485-4527, [gail@stpaulskck.org](mailto:gail@stpaulskck.org)  
1300 N. 18<sup>th</sup> St.  
Kansas City, KS 66102

### ***United Way of Wyandotte CO, Inc***

The mission of the United Way of Wyandotte County is to increase the community's understanding of human needs and to mobilize resources to meet those needs. The Volunteer Center helps match volunteers with volunteer opportunities in the community. Interns are encouraged to fill out a volunteer application to determine areas of interest, skills, and availability. Interested volunteers can receive weekly e-newsletter listing current volunteer opportunities. Just e-mail me with your contact information. Opportunities can also be found on [www.unitedway-wyco.org/volunteerkc](http://www.unitedway-wyco.org/volunteerkc). There is a link to volunteer opportunities by counties in the area. [www.unitedway-wyco.org](http://www.unitedway-wyco.org)  
**Contact:** Diane Hentges, 913.371.1042  
[dhentges@unitedway-wyco.org](mailto:dhentges@unitedway-wyco.org)  
434 Minnesota Ave., P.O. Box 17-1042  
Kansas City, KS 66117

### ***Wyandot Center***

Wyandot Center is Wyandotte County's designated community mental health center, providing services for adults who are experiencing mental health concerns and those with severe and persistent mental illness. Our services include therapy, case management, psychiatric services, the Walk-in Crisis Clinic, 24-hour Crisis Line, psychosocial groups, *Futuro san barreros* for Spanish-speaking persons; and other programs. The Center was founded in 1953. We are dedicated to serving the residents of Wyandotte County with innovative behavioral health services. Working in partnership with the community and other

agencies, we provide quality services that enrich and strengthen the lives of Wyandotte County residents. [www.wyandotcenter.org](http://www.wyandotcenter.org)  
**Contact:** Laura Severance, 913-328-4834  
[severance\\_1@wmhci.org](mailto:severance_1@wmhci.org)  
**24-hour Crisis Line:** 913-788-4200  
[information@wmhci.org](mailto:information@wmhci.org)  
7840 Washington Ave. or 1301 N. 47th St.  
Kansas City, KS 66112 KC, KS 66102

### ***Young Women on the Move***

Young Women on the Move delivers a holistic approach to health -- mind, body, and spirit -- to middle school and high school girls in Kansas City, KS. Girls in the urban core often face extreme environmental stressors and low expectations for achieving their potential. YWOM instills a foundation of moral values, character, and an affirming self-belief system along with individualized support, counseling, mentoring, team building, goal setting, and accountability. Girls learn to enhance their skills in decision-making and problem solving, physical and mental health, social and communication skills, academic and career preparation. Volunteer opportunities working directly with participants include: skilled group facilitators (bilingual if possible), speakers' bureau, tutors, fitness and nutrition trainers, life skills instructors, and spiritual leaders.

**Contact:** Wendy Hawkins  
[wendyhawkins68@gmail.com](mailto:wendyhawkins68@gmail.com)  
816-729-6122  
721 N. 31st Street  
Kansas City, KS 66102  
[www.youngwomenonthemove.org](http://www.youngwomenonthemove.org)

### ***YouthBuild***

YouthBuild KCK promotes a healthy lifestyle and creates an opportunity for youth to develop leadership skills, become productive citizens in the community, utilize construction skills and training, participate in community service activities, and create



access to employment skills and job opportunities. YouthBuild is an ten-month training and education program for unemployed young people ages 16-24. Interns would help the trainees build and rehabilitate affordable housing for homeless and low-income families or help tutor the trainees to prepare for their GED. Volunteers are needed Tuesday-Friday between the hours of 8:00 am and 4:00 pm to serve as tutors, classroom assistants, assist with job readiness activities (i.e. resume writing, mock interviews, etc.), work with the students on various construction projects and more. Shifts are flexible.

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

**Contact:** Chandra Ward, 913.371.3770  
cward@youthbuildkck.org  
1821 North 3<sup>rd</sup> Street  
Kansas City, KS 66101

### ***YouthFriends***



The YouthFriends program is designed to connect caring adults in the community to youth in the schools who need positive role models in their lives and have the need to feel valued by the community. As a YouthFriends volunteer you could share life experiences with a child, helping out with homework, discussing sports or playing games. The application process is easy and fast, but volunteers must make a commitment of at least one hour per week with a child or teenager in the KC, KS School District (USD 500).

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

**Contact:** Tyrone Bates, 913.568-2592  
tybates@kckps.org  
2010 N. 59th St.  
Kansas City, KS 66104

### ***YMCA (KCK Branch)***

AIM (Adults In Mentoring) is for anyone over 21 years old who is committed to the positive development of girls and boys, in grades six through eight, this one-on-one volunteer opportunity is for you. Your time commitment will be during the day for a

minimum of one hour per week. The YMCA has other volunteer opportunities available in Kansas City, KS, just call and ask. [www.ymca-kc.org](http://www.ymca-kc.org)

**Contact:** 913.321.9622  
8thstreet@ymca-kc.org  
davidwallace@kansascityymca.org  
900 North 8th St.  
Kansas City, KS 66101

### ***YWCA***

The YWCA provides services to enhance the spiritual, physical, intellectual and emotional development of women and youth of diverse cultural and economic backgrounds. The YWCA runs programs dealing with diverse issues including: teen pregnancy prevention and teen parent support, substance abuse prevention, HIV/AIDS education and care coordination, juvenile offender reintegration and independent living. The YWCA is particularly interested in an intern to work with its “Girl Power” program, which provides a holistic approach to adolescent health and other services, as well as its “Healthy Bridges” program—an in-school program focused on positive self-image and healthy relationships. Interns are also needed to head the “Job Club”—a weekly meeting group for women trying to find jobs. This group is focused on job skills and social networking.

[www.ywca.org/kansascity](http://www.ywca.org/kansascity)

**Contact:** Lisa Rockley, 913.371.1105  
lrockley@gmail.com  
1017 North 6<sup>th</sup> St.  
Kansas City, KS 66101

## **Additional Volunteer Opportunity Web Sites**

[www.unitedway-wyco.org](http://www.unitedway-wyco.org)

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

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

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

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

[www.volunteer.gov](http://www.volunteer.gov)

[www.idealists.gov](http://www.idealists.gov)

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

[www.1-800-volunteer.org](http://www.1-800-volunteer.org)

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

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

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

## Intern Contact Information

NAME	PHONE NUMBER	E-MAIL ADDRESS
Julia Albin	785-769-3492	<a href="mailto:jalbin@kumc.edu">jalbin@kumc.edu</a>
Ann Bonsignore	785-766-5113	<a href="mailto:abonsignore@kumc.edu">abonsignore@kumc.edu</a>
Julie Boyer	314-920-0043	<a href="mailto:jboyer@kumc.edu">jboyer@kumc.edu</a>
Grady Carl	785-545-6262	<a href="mailto:gcarl@kumc.edu">gcarl@kumc.edu</a>
Valerie Fiscus	402-517-7343	<a href="mailto:vfiscus@kumc.edu">vfiscus@kumc.edu</a>
Kelsey Friesen	913-515-2462	<a href="mailto:kfriesen@kumc.edu">kfriesen@kumc.edu</a>
Sara Ingersoll	816-294-4813	<a href="mailto:singerson@kumc.edu">singerson@kumc.edu</a>
Kathleen Mikulan	913-645-0824	<a href="mailto:kmikulan@kumc.edu">kmikulan@kumc.edu</a>
Tara Relihan	913-526-2705	<a href="mailto:trellihan@kumc.edu">trellihan@kumc.edu</a>
Kelsey Smith	785-466-1322	<a href="mailto:ksmith6@kumc.edu">ksmith6@kumc.edu</a>
Joanne Sopoco	785-230-8852	<a href="mailto:jsopoco@kumc.edu">jsopoco@kumc.edu</a>
Natalie Tarbutton	913-406-1639	<a href="mailto:ntarbutton@kumc.edu">ntarbutton@kumc.edu</a>

## **Program Contact Information**

### ***Community Outreach Program Student Director***

Alyson Haynes, MOT Program, School of Allied Health  
3001 Student Center, MS 4029  
3901 Rainbow Blvd.  
Kansas City, KS 66160-7190  
785-806-1501  
ahaynes3@kumc.edu

### ***Community Outreach Program Advisors***

Fonda Briles  
3001 Student Center, MS 4029  
3901 Rainbow Blvd.  
Kansas City, KS 66160-7190  
913-588-4698 (office)  
913-588-4697 (fax)  
fbriles@kumc.edu

Ryan Gove  
G005 Orr Major, MS 3018  
3901 Rainbow Blvd.  
Kansas City, KS 66160-7190  
913-588-6681 (office)  
913-588-4697 (fax)  
rgove@kumc.edu

### ***Community Outreach Program Website***

<http://www.kumc.edu/cop/>

### ***Community Outreach Program Email***

[cop@kumc.edu](mailto:cop@kumc.edu)