



DETAILED RESOURCES FOR NON-PROFITS

This is a list of Frequently Asked Questions about the Morgridge Center and our services. You can find answer to topics from ways to recruit volunteers, building partnerships with University, as well as a lot of valuable information about how the Morgridge Center can help your agency your agency. If you have any additional questions, please feel free to contact us.

Q1. How do I learn about building a partnership between the Morgridge Center and my agency?

The best place to start is to contact our Community Liaison. She set up a meeting with your or come out and visit your site to learn more about your work and share what the Morgridge Center can do for you. To set up an appointment please email morgridge@union.wisc.edu. This year's Community Liaison is Emily Andrews.

Q2. How can I publicize my volunteer opportunity?

There are several ways we can help you do this:

1. **VolunteerYourTime.org**- We direct all students seeking local volunteer opportunities to this website first. When you are recruiting student volunteers, your first step should be to register your agency and post your current volunteer opportunities there. The database is shared with the United Way, RSVP, Edgewood College, and the MATC Volunteer Center. By registering your opportunities on this site, your information is available to all of these audiences. Remember to keep your information updated and add new volunteer opportunities often.
2. **[Morgridge Mail E-Newsletter](#)**-We can publicize your volunteer opportunity in our weekly e-newsletter that is sent to over 2000 students each Monday during the academic year. In each edition, we highlight five volunteer opportunities. You can request to be highlighted by just sending us a link to you're the volunteer opportunity listing that you would like showcased on VolunteerYourTime.org and we will do the rest. Requests should be sent to morgridge@union.wisc.edu at least two weeks ahead of time. Each agency can request to be highlighted once a semester.
3. **[Poster Route](#)**-We can put your flyer on our campus poster route during the school year. This route goes to over 200 locations on campus, including the residence halls, gyms, student unions, Greek houses, and other buildings on campus. Just send us an electronic version of an 8½x11 inch flyer. Any format is acceptable as long as we can modify it to add our logo. Final posters are in black and white. We must receive the flyer at least three weeks in advance of your event or start date to be sure it goes out in time. Each agency can request this service once a semester.
4. **[Morgridge Center Resource Library](#)**- We also maintain files with agency brochures, newsletters, and other paper information in our resource library. If you update your marketing materials, be sure to send us an updated copy for our files.

5. **Volunteer Fair**- The Morgridge Center sponsors a Volunteer Fair each semester, usually in mid-September and late January. Agencies must be registered on VolunteerYourTime.org to participate in the Volunteer Fair. All registered agencies automatically receive an invitation email to participate and usually agency registration begins 6-7 weeks before the fair. Each event has about 400-500 attendees.
6. **Information Table**- We can reserve an information table for you at Memorial Union once a semester per agency/organization. These tables are located near the Rathskeller, an area that has high traffic over the lunch hour (approximately 11:00 a.m.-1:00 p.m.). You can sit at the table and pass out information to students walking by. You will need to fill out a room reservation form and email this requests Debi Hegerfeld at dahegerf@wisc.edu at least three weeks before you'd like the table.

Q3. How can I reserve a room on campus for an orientation or information session?

We realize that students have limited transportation options to get to your agency for trainings, information sessions, and other related events. Therefore, the Morgridge Center can sponsor and reserve a room for your agency in the Memorial Union to assist you in connecting with students about your agency and volunteer opportunities. To reserve a room, you must email a room reservation request form at least three weeks before the event.

Once we receive your completed form we will then contact the Central Reservations Office and sponsor a room on your behalf. **Room reservations are free.** If you have other needs such as catering or AV equipment, please contact us as their may be a charge. Please note: Although food service is available, it is the policy of the Wisconsin Union that no "outside" food can be brought or ordered for an event.

Q4. What is the Volunteer Transportation Program?

Transportation is often one of the prohibitive factors for students who wish to volunteer in Madison. The Morgridge Center offers a Volunteer Transportation Program that is designed to help students get to community organization sites that are beyond a bus transfer point or not located on a bus route. The Transportation Program provides free taxi rides to students who volunteer at least eight times during the semester.

To participate in this program, students must attend a mandatory orientation session before they can schedule a ride. Students schedule their own rides independently online each week. A complete list of guidelines and eligible sites can be found on our Transportation website at <http://www.morgridge.wisc.edu/students/transportation.html> . Additional questions can be answered at 608-263-2432 or cabride@union.wisc.edu.

Q5. How can I get in touch with student residence halls?

The Morgridge Center has a partnership with University Housing. You can send information you would like shared to us and we will pass it on to the appropriate contact in University Housing. In addition, if you are just looking to raise awareness about a volunteer opportunity, flyers on the poster route are sent to all of the campus residence halls.

Q6. How can I get in touch with student organizations?

Finding an appropriate student organization can sometimes seem a daunting task as there are over 700 registered student organizations on campus. Yet, the partnership rewards can be quite large as these include a wide range of religious, political, social, and international groups, as well as discipline-specific, honorary, and service organizations. We suggest the following four ways to find the student organizations that are relevant to your interests:

1. **The Student Organization Office.** The easiest way to find contact information for a student organization is to go to the website for the Student Organization office, <http://soo.studentorg.wisc.edu> . Here, you will find a searchable directory of all registered student groups.
2. **Community Service Committee.** A great student group to get to know is the Wisconsin Union Directorate (WUD) Community Services Committee, which is housed within the Morgridge Center. Students on this committee strive to develop an active and educated student body at the University of Wisconsin-Madison through community service and social action. The committee often invites agency representatives to make presentations about volunteer opportunities at the committee meeting or to speak about local issues through their speaker series. They also organize two campus wide service events each year in August and April. You can contact Community Services at 265-5002 or communityservice@union.wisc.edu.
3. **Alternative Breaks Committee.** An equally great student group to get to know, also housed in the Morgridge Center, is the WUD Alternative Breaks Committee. Through this organization, students organize volunteer trips in culturally and economically diverse communities during winter, spring, and summer University breaks. The committee often visits Madison community agencies to prepare for their trips. You can contact Alt Breaks at 262-7896 or altbreaks@union.wisc.edu.

Q7. How can I contact faculty in certain departments?

Contacting faculty on such a large and diverse campus can sometimes seem a daunting task. We at the Morgridge Center seek to empower community agencies to independently contact campus faculty and staff. We suggest the following for navigating the university system and creating partnerships with faculty:

1. **Contact the Morgridge Center.** The first step is to contact the Morgridge Center. We know folks in most departments, or can refer you to someone who can give you a contact name. We have e-mail lists of faculty that we have worked with in the past that we are happy to share. We can also work with you to identify other possible departments or faculty that might be willing and able to work with you.
2. **Networking Power.** You should consider what contacts you may have already. Is there a UW-Madison staff or faculty member on your advisory board? Is a volunteer's spouse on the faculty? Is your neighbor connected with the University. Many useful and long lasting partnerships are made through informal contacts and relationships. Use your networks to find someone you know that can help you gain access to the University.
3. **Service-Learning Breakfasts.** During the academic year, the Morgridge Center hosts a breakfast to facilitate faculty and community partnerships to promote Service-Learning

Opportunities. Attending this breakfast is a great way to network with faculty and learn more about how their classes can benefit your organization.

4. **Cold-Calling.** Finally, you can access the UW-Madison website (<http://www.wisc.edu>) and do a directory search by name, or a full-text search to find certain departments. If you have no idea who to talk to, start with the department or program administrative assistant; they usually know everything! It is often easier to reach faculty by e-mail than by phone but both being persistent and casting a wide net can often create fruitful results.

Q8. Where can I find more information about Service-Learning?

Service-Learning is “course-based, credit-bearing educational experience that allows students to (a) participate in an organized service activity that meets identified community needs and (b) reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility.” The Morgridge Center serves as the primary liaison and consultant for service-learning on campus. How these partnerships actually work, and the ways they could benefit your agency, are quite diverse. We have created the following avenues where your agency can learn more about service-learning:

1. **Service-Learning Webpage.** A good place to start to get a brief overview of what Service-Learning is (and isn't) can be found on our website at: <http://www.morgridge.wisc.edu/community/servicelearning.html> . Here you will find a brief synopsis of this educational tool, how it differs from other forms of volunteerism or internships, and how it might benefit your agency.
2. **Manual for Community Partners.** The next place to go if you are interested in more detail information is the Morgridge Center's Service-Learning and Community-Based Research Manual for Community Partners. This manual provides detailed overview of service-learning and some of the possibilities for collaboration. You can pick up a hard copy at the Morgridge Center, or access it electronically from our website at: <http://www.morgridge.wisc.edu/community/documents/Community%20manual.doc.pdf>
3. **Service-Learning Breakfasts.** To facilitate discussion around service-learning, and build partnerships between faculty and community partners, once a semester the Morgridge Center hosts a Service-Learning Breakfast. Here you will be able to ask questions and talk one on one with others interested in this area.
4. **Interview other Agencies.** If you are interested in depth feedback about the service-learning experience, we strongly encourage you to talk to your colleagues at other agencies. We can refer you to some agency representatives who are experienced at working with service-learning at their site.
5. **Contact the Morgridge Center.** The Morgridge Center staff is happy to talk with you individually about the possibilities and challenges of service-learning, and how it might be integrated within your particular agency.

Q9. How can my agency get Service-Learning students?

Unlike other types of volunteer recruitment, connecting with students involved with service-learning (S-L) can seem a little bit backwards. Often, the best way to find students for a service-learning project is to start with the faculty and their service-learning course. The Morgridge Center works most closely with faculty who are new to service-learning, educating them on best practices and resources for their course development. We help these faculty find agency site placements that will be appropriate for their course. Sometimes, we will send an email message to agencies registered with VolunteerYourTime.org about a potential service-learning class. As faculty become more experienced with service-learning, they usually develop a roster of agencies with whom they work each time they teach the class. Community organizations who are interested in partnering with faculty and students specifically for service-learning can either contact the Morgridge Center to discuss ways to connect with the appropriate University Partner, or contact departments and faculty individually.

Q10. *What are some other UW Madison Resources you think I should be aware of?*

- **The Campus Information and Visitors Center.** This Center a great resource if you are interested in a campus visit/tour. Their group tour coordinator can help by recommending campus highlights, coordinating the logistics of your visit, and providing a campus tour guide. Go to their website at <http://www.visit.wisc.edu> for more information, or contact them at 265-9500 or visitor@redgym.wisc.edu.
- **The Grants Information Collection.** Everyone can use a little extra funding for their programs right? Located in Memorial Library, the Grant Information Collection is one of a network of approximately 200 collections established by the Foundation Center to provide an authoritative source of information on foundation and corporate giving for nonprofit organizations. See <http://grants.library.wisc.edu> or call 262-3242 for more information. Nonprofits looking for grants will usually want to begin at “Resources for Nonprofit Organizations:” <http://grants.library.wisc.edu/organizations/nonprofits.html>.

Please feel free to contact us. We look forward to hearing from you.

Morgridge Center Professional Staff:

Mike Thornton, Faculty Director: 263-2432, methornt@wisc.edu

- ◆ Works to engage faculty in service-learning and community based research on campus
- ◆ Oversees the Kauffman Internship Program

Randy Wallar, Associate Director: 262-5781, jrwallar@wisc.edu

- ◆ Provides overall administration of the Morgridge Center for Public Service
- ◆ Facilitates administrative campus partnerships
- ◆ Promotes and works with faculty interested in service-learning and community based research
- ◆ Supervises the service-learning fellows
- ◆ Manages the Wisconsin Idea Undergraduate Fellowship Program

Anne Whisner, Civic Engagement Coordinator, 262-8446, whisner@wisc.edu

- ◆ Promotes the Morgridge Center for Public Service to students on campus
- ◆ Directs co-curricular student programming
- ◆ Assists non-profit agencies in promoting their volunteer opportunities
- ◆ Supervises the student staff including campus liaison, community liaison, student organization liaison, and special projects intern.
- ◆ Advises the 10,000 Hours Show
- ◆ Coordinates Morgridge Center for Public Service Awards Program
- ◆ Oversees the Volunteer Transportation Program

Emily Villhauer, Program Advisor, 262-0731, villhauer@wisc.edu

- ◆ Advises the WUD Community Services Committee, WUD Alternative Breaks Committee, and the Global Connections Committee
- ◆ Coordinates the Service Grant Program

Autumn Hensel, AmeriCorps*VISTA: 262-0731, VISTA@union.wisc.edu

- ◆ Coordinates recruitment for the Middle Schools of Hope Program in coordination with the Urban League of Greater Madison
- ◆ Collaborates with the YWCA and Centro Hispano to build capacity for service opportunities and recruitment of volunteers
- ◆ Provides educational programming and resources on issues facing the local community

Debi Hegerfeld, Administrative Assistant: 263-2432, dahegerf@wisc.edu

- ◆ Coordinates the Volunteer Transportation Program
- ◆ Provides general office support



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