



NONPROFIT COLLABORATIVE FUNDING APPLICATION

In order to align Lakeland University students with appropriate opportunities, please complete the brief application at Lakeland.edu/Nonprofit

OVERVIEW

Launch, the Student-Run Business Nonprofit Division, in collaboration with Lakeland University's cooperative education department, will provide local nonprofit agencies with temporary and/or long-term staff at little to no cost. The goal is to increase the effectiveness of local nonprofit organizations by providing outstanding students to fill administrative and professional roles or customized projects or events.

COLLABORATIVE FUNDING

Lakeland University is committed to be a valued and an effective community partner. Student employment wage relief is available to any Sheboygan County 501(c)(3). In order to share wage relief with as many organizations as possible, we ask for some collaborative funding. Each semester, there are a limited number of 100% student wage support opportunities. The collaborative funding formula is as follows:

Collaborative funding = 30% of total weekly hours x duration of employment agreement (ex. 15 hrs. per week at \$10 per hour = \$150 wage x 14 weeks of employment = \$2,100 total wages. 30% of total wages = \$630 collaborative funding owed by nonprofit at end of agreement period).

In order to assist as many nonprofits as equitably as possible and to comply with federal work study guidelines, we have instituted the grant funding guidelines below. We will fund:

- one position per nonprofit per funding cycle,
- 16-hours of work per week,
- fund for summer and/or fall semester, and applicants can re-apply for spring (if an applicant only applied for summer employment, they can apply for fall) and
- a nonprofit can only receive 100% funding for a total of 28 weeks, then the nonprofit must collaborative fund a position.

Note, Lakeland institutional HR policy allows students to work 18 hours per week during the school year, but 40 hours per week during the summer. Student wages are paid through Lakeland University payroll.

TIMELINE

Summer 2020	Fall 2020	Spring 2021	
Apr 13	June 26	Oct 19	Application available
May 8	July 24	Nov 4	Application priority deadline
May 11	July 31	Nov 6	Application review complete, notification of collaborative funding communicated to nonprofits then upload job posting to Handshake
May 11 – May 18	July 31 – Aug 14	Nov 6 – Nov 20	Students submit applications through Handshake
May 22 – June 1	Aug 1 – 24	Nov 23 – Dec 4	Nonprofit interview candidates
June 2 – June 8	Aug 1 – 24	Dec 7 - 11	Offers and employment agreements secured
June 15	Aug 31	Jan 19	Employment begins. <i>Note: student can begin employment prior to the start of the term but must begin within the first 10 days of the term</i>

FLEXIBLE START

We recognize that organizations may have needs that are developed/created during times of organizational growth and may not always be able to follow the timeline suggested above. If your hiring needs occur at mid-points in a term, please understand that we will still do our best to still provide candidates of interest.

BENEFITS TO THE NONPROFIT

As a partner Lakeland University will provide the following:

- fill important operational needs at little to no expense;
- promotion of your organization to a growing student population on our main campus;
- access to posting jobs/opportunities within Handshake, our online job board – lakeland.joinhandshake.com; and
- resumes of students for consideration and coordinated scheduling/space accommodations to conduct interviews as needed.



PROMISE BY THE NONPROFIT

As an employer, your organization agrees to the following:

- students working for your organization are considered your organization's employees and should be fully immersed into the company culture;
- provide a report of hours of student work completed as requested;
- provide feedback on student performance as they work with your organization;
- accurately describe responsibilities, requirements and employment conditions in position postings;
- comply with federal, state and local laws or regulations;
- designate a supervisor(s) who will be directly responsible for the student(s) success; and
- allow a program site visit upon the request the Lakeland faculty/staff.

CREATE A POSITION DESCRIPTION

While you have yet to be approved for funding, this is a good time to be sure the position job description is ready to go. How you present your organization's position to students is incredibly important. Lakeland University provides a variety of ways you, the nonprofit employer, can attract talent and present your value to the university, specific programs of study and to the students.

- What are your project needs?
- What could a student possibly assist with?
- Who in your organization is going to mentor/supervise student?
- What skills does a candidate need in order to be successful in this role?
- What type of training and development can you provide a student to be successful?
- What types of hours are required or is there scheduling flexibility?

To download sample job descriptions, visit Lakeland.edu/co-op

ONLINE JOB BOARD

Lakeland University utilizes Handshake, an online platform to connect students to co-op, internships and career placements. Additionally, Handshake will connect your organization to more than 9 million students from more than 500 colleges and universities. If you are new to hiring a Lakeland University student, you need to start by creating a Handshake profile. Once you create a profile, you can upload the job description, start accepting resumes, review/download resumes and set-up interviews. Students utilize Handshake as a main platform through which they can search for co-op jobs and see descriptions of opportunities. Once approved, we will share information about getting started in Handshake.

INTERVIEWING

Resumes, portfolios and other credentials of Lakeland University students will be available through Handshake. Organizations are welcome to conduct interviews on-campus for maximum exposure. We can assist in scheduling days/times that will work for most students.

EXTENDING THE OFFER

The employment offer is an agreement between the employer and the student. Lakeland asks that the employer is clear when working with the student on the start date, required hours and schedule. Students may have little experience in the hiring process, so the employer should communicate any and all details. Many companies follow-up an initial offer with a formal acceptance letter. Lakeland University sets the pay.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The employer shall comply with all applicable equal opportunity and affirmative action laws including, in accordance with federal, state, and local laws; including Executive Order 11246, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the regulations at 41 CFR Parts 60-1 through 60-50.5, 60-300, and 60-741. The affirmative action clause and regulations contained in the preceding sentence are incorporated by reference in this Agreement.

LIMITATION OF LIABILITY

In no event shall Lakeland University or the Lakeland University Foundation, including but not limited to all divisions, operations, affiliates, employee benefit plans, plan sponsors, plan administrators, plan fiduciaries, directors, officers, trustees, agents, employees and their predecessors, successors, and assigns be liable for any indirect, special, incidental, or consequential damages or expenses for any negligence, breach of contract, or any other act arising out of or relating to this agreement or the activities covered herein.

DISCLAIMER

We reserve the right to refuse services to any organization whose business is of a nature that is not appropriate for our students or consistent with the mission of the University. Lakeland University shall not be held responsible for any errors in performance of duties assigned its students. Lakeland does not guarantee placement of a Lakeland student for your organization.

LAKELAND UNIVERSITY CONTACTS

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