**New Agency Application 2018-2019**

**Program Structure**

The Quaker Experiential Service and Training (QuEST) program is a program of University Friends Meeting, a Quaker congregation located in the University District. QuEST was founded in 1992 and hosts six full-time participants each year. We have one part-time staff person, Promise Welkin Partner, and an active oversight committee. We provide non-profit agencies with dedicated, full-time volunteers, and the volunteers receive room, board, health care pool, trainings, and a small stipend. Fees from the agencies cover this support for the Fellows, as well as QuEST’s operating costs.

**Process and Timeline**

The QuEST Program recruits more participants and more agencies than there are slots in the program. This is to ensure that the final six Fellows and agencies are well matched. Site applications are due by February 15, 2018, and by early March QuEST will select six agencies and an alternate. If one of the primary agencies does not find a good match among our applicant pool, the alternate agency will be called.

QuEST seeks a variety of agencies embracing Quaker values of peace, stewardship, and the dignity of each person. We look for organizations where Fellows can perform meaningful service to the broader community and where they will be well-supervised. Applications from prospective QuEST Fellows are due March 15; they will be screened by QuEST, narrowing the field to the 12-15 most qualified. We then divide applicants among the agencies for interviews, attempting to give each agency at least three candidates to interview. After the interview, both the agencies and the candidates rank their preferences, and we make offers based on a best match among those rankings. The final agency-participant matches are announced in early May. The QuEST Fellows will arrive for work August 28, 2018, and will work through mid-August 2019. We do not expect a significant increase in fees from the 2017-2018 cost of $17,100.

**Instructions**

Before beginning this application, please review the QuEST personnel policies. Applications are due by **February 15, 2018.** Send completed applications to director@quest-seattle.org. Email Promise or call (206) 771-0029 if you have any questions. Thank you!

**SECTION 1. GENERAL QUESTIONS**

1. Name of organization:

Address:

Telephone:

Website:

Director’s name:

Phone:

Email:

Fellow’s supervisor name:

Title:

Phone:

Email:

Accounting department contact:

Phone:

Email:

2. Title of QuEST Fellow’s position:

Department:

3. Describe your organization and its work. This will be also used to describe your agency to candidates. Please include mission/vision and specific information on the particular program or project the QuEST Fellow would be working on.

4. Why is your organization requesting a QuEST Fellow?

5. Please provide the following information about your organization’s staff:

 Number of paid staff — Full-time: Part-time:

 Number of volunteer staff — Full-time: Part-time:

 Number of staff in Fellow’s program — Full-time: Part-time:

6. How is your organization funded? Please review the costs of a QuEST Fellow on the financial worksheet and indicate how your organization will meet these costs. Is this money budgeted or will it be raised during the year?

7. QuEST requires that one supervisor be assigned to the Fellow. Although input and oversight may be given by other staff, the designated supervisor is ultimately responsible for ensuring that training and meaningful work are provided for the Fellow and that feedback is given to the Fellow on their work performance.

 Supervisor’s name and title: Number of other employees supervised:

Please briefly describe the structure that will be in place to ensure the Fellow will be properly supported and **mentored** (weekly meetings, extensive training, goal-setting process, etc), and most importantly, **trained.** Please mention specific training events the Fellow will participate in.

8. Please **attach a position description** for the QuEST position. Please be as detailed as possible. Will he or she be expected to work any evenings or weekends? If yes, please describe.

9 . What do you think a participant would gain from a year of working in this position and at your agency? Why should an applicant choose to work with you? What skills do you believe they would leave your agency with? We will use this information to create a blurb for prospective QuEST Fellows as they rank their agencies of interest.

I hereby request a QuEST Fellow for the year beginning **August 28, 2018**. I understand the QuEST policies and agree to abide by those policies. I am authorized to make this budget expenditure, should we find a mutually acceptable match from the applicant pool.

\_\_\_\_\_\_\_\_\_ (please initial)

* My organization is ready to make the financial commitment.
* Our finances are dependent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. receipt of a grant) and a financial commitment can be made at the following time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Program Director / Executive Director’s Signature Date

*(digital signature acceptable)*

Print Name Title

Please make sure the following items are attached:

\_\_ Agency/program description (if not provided as narrative)

\_\_ Position description