

University of Pittsburgh

Graduate School of Public and International Affairs

Nonprofit Clinic

PLEASE RESPOND BY NOVEMBER 16, 2016

Client Application Form

The nonprofit clinic seminar gives GSPIA students the opportunity to serve as management consultants to nonprofit organizations in the Pittsburgh region. The students gain valuable experience and the client organizations receive free assistance with management or operational problem. The students typically are in their second year of full-time study and will graduate with master's degrees in April. Thus, these students have substantial skills. Nonetheless, it is important to remember that they are students and, as such, relatively inexperienced. They will work under my supervision.

The purpose of this application form is to help us determine if the project you have in mind for the students is a good match with their skills. We will likely follow up with a phone call or site visit if we have additional questions.

Our primary criteria for project selection are:

- It must be possible to complete the project within the 15-week timeframe of our semester.
- The organization must demonstrate its ability to support the student consultants in their work, including accessibility to staff, board, and relevant information.
- The organization must be reasonably accessible to students – on or near a bus line or within reasonable driving distance from the Pitt campus.

Please note that we usually have more applications than we can serve. But please do not let this discourage you from applying. We typically select 10-12 organizations and we strive for a mix of clients in terms of mission, size, and so on.

Please complete this form and send it directly to me at kkearns@pitt.edu If you have questions, you may call me at 412-648-7621.

Sincerely,

Kevin Kearns
Professor, GSPIA

Your Name:	Your Position/Title:
Your Organization Name and Address:	Phone:
Email address:	Website and other social media sites (e.g. Facebook)
A brief statement of your organization's purpose/mission:	
State as clearly as possible the problem or issue you would like the student consultant to examine including, if relevant, the methods/data you would expect the students to use in completing the project:	
Please describe the "deliverable" or product you expect the students to produce? (e.g., a written report, a manual, a workshop or training session, etc.) and how, very importantly, this deliverable will be used by your organization.	
<p>Is the chair of your board of trustees aware of and supportive of this project?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
At the present time, can you identify any organizational problem or issue that might impede the effort of the student consultant to successfully complete this project? If, yes, please explain.	

Will you pledge to give student access to the information and people needed to do their research and prepare their report?

Yes

No

Do you foresee any problem in getting access to data or other resources essential to the project?

Yes (explain)

No

If your project is selected, will you agree to sign an agreement that will acknowledge that this is a student learning project, not a formal consulting agreement, and that the students will be “held harmless” regarding their recommendations.

Yes

No