Service-Learning Agreement

Between CPCC Service-Learning Center and Service Placement Site

PLEASE PRINT

Organization Name: ________________________________________________________________

Authorized Representative: ___________________________________________________________

This Service-Learning Agreement identifies the responsibilities of the CPCC Service-Learning Center and the Service Placement Site. Service Placement Sites must follow Service-Learning Center guidelines and federal, state, and local laws in order to participate in this program.

I. Service Placement Site agrees to:

• Assist Service-Learning Center in the development and structure of service-learning projects.
• Inform the Service-Learning Coordinators about current service and volunteer opportunities and number of available positions at the beginning of each semester and when new opportunities develop.
• Keep a record of current CPCC service-learning students and provide Service-Learning staff with such information when requested.
• Meet with service-learning students and provide necessary orientation and training before placement.
• Evaluate the CPCC Service-Learning program and students at the end of each year by completing an evaluation form.
• Maintain the right to request the removal of a service-learning student should his/her performance become unsatisfactory and notify the CPCC Service-Learning staff when problems occur.

II. Service-Learning Center agrees to:

• Recruit service-learning students for placement at participating organizations.
• Orient students to the Service-Learning program and basic service ethics and commitments.
• Provide opportunities for the Service Placement Site supervisor to recruit from the Service-Learning Center students (i.e. development of audio/visual and/or written materials with descriptions of service opportunities).
• Refer students to the Service Placement Site for possible placement upon approval of the organization supervisor.
• Provide periodic orientation and training of the Service-Learning program to organization representatives.
• Evaluate service-learning student placements through written evaluations completed by organization supervisors and service-learning students, and/or through personal contact with organization.
• Retain full responsibility for the management of the Service-Learning Center.

Please Read and Sign the Back
III. Other

• Displacement of Employees: The Service Placement Site will not assign service-learning students to any placements which would displace existing paid workers or impair existing contracts for services.

• Restricted Activities: The Service Placement Site will not request, assign, or permit service-learning students to conduct or engage in any religious, sectarian, or political activities that are outside of the mutually agreed upon duties.

• Transportation: The Service Placement Site will honor a service-learning student's right to decline an assignment to use a personal vehicle or drive an organization owned vehicle if this activity is outside the mutually agreed upon duties.

• Discrimination: Central Piedmont Community College is an equal opportunity/affirmative action institution and the Service Placement Site is expected to also follow non-discriminatory policies and practices.

• Amendments: This Service-Learning agreement may be changed at any time upon mutual agreement of a CPCC Service-Learning Center and the Service Placement Site.

Please Return This Signed Agreement Via Fax or Mail With Your Completed Project Description Form(s).

Thank You For Your Support of the CPCC Service-Learning Center!

CPCC Service-Learning Staff

Print Name and Title: ________________________________
Signature: ________________________________ Date: ___________

Service Placement Site Representative

Print Name and Title: ________________________________
Signature: ________________________________ Date: ___________