



The Alice Varnado Harden Center for Service and  
Community Engaged Learning

1400 John R. Lynch St. | PO Box 17084  
Jackson, MS 39217  
601.979.1294 | 601.979.6941 fax  
jsums.edu

Dear Prospective Agency,

The Alice V. Harden Center for Service and Community Engaged Learning is delighted that you have shown interest in serving our students and the community abroad. Jackson State University is committed to connecting the university with local, national and international communities through sustained, collaborative, and meaningful community service and service-learning. By exploring the root causes through community involvement, critical reflection and meaningful dialogue, we seek to better understand the systemic complexities of social issues and the action steps we can take to address them.

It is our aim to assist our students in developing the skills necessary to be civically responsible citizens and to take action on social issues that are important to them. In addition, we, the Center, seek to inspire and facilitate meaningful partnerships among faculty, students, and community organizations that foster awareness, experiential learning, leadership, real world problem solving, compassion and concern towards others.

We therefore seek to increase student volunteers, through community organizations collaborating to achieve social change, by broadening the student perspectives and understanding of what it means to be an effective citizen in our community and gaining an enhanced sense of civic responsibility.

In efforts to continue this partnership of service, our office requires the following documents for our records:

- Completed JSU Site-Agreement Form
- Completed JSU Services Request Form
- Copy of the 947 Form (IRS award Letter) (**non-profit**)
- A brief description of your agency and the duties of the student volunteers (on official agency letterhead) (**for-profit**)

As to keep in compliance, we ask that you please mail the above documents, providing original signatures, to The Alice Varnado Harden Center for Service and Community Engaged Learning. (address listed above) Should you have additional questions or concerns please don't hesitate to contact us. We look forward to this partnership and working with your agency.

Thanks for all that you do,

Kimberly Harris

Community Service/Service Learning Resource Specialist/NSE Coordinator

Phone: 601-979-4156

Email: Kimberly.m.harris@jsums.edu



## Request for Service Form

Student's Name requesting site approval: \_\_\_\_\_ Phone # \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization Name: \_\_\_\_\_

Which status are you requesting? **Community Service** \_\_\_\_\_ **Service Learning** \_\_\_\_\_ or **Both** \_\_\_\_\_

Non-profit ☐ If yes, please attach a copy of 501 (c) (3) For-profit ☐ If yes, please submit permission statement on letterhead

Physical Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Office: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

1. Briefly describe the clients your agency serves: \_\_\_\_\_

2. Please check the services that best describe your need(s):

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Administrative Support     | <input type="checkbox"/> Data Entry                   | <input type="checkbox"/> Health and Wellness            | <input type="checkbox"/> Sports & Recreation      |
| <input type="checkbox"/> Advocacy and Activism      | <input type="checkbox"/> Disaster Relief              | <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Teaching                 |
| <input type="checkbox"/> Animal Care and Protection | <input type="checkbox"/> Diversity                    | <input type="checkbox"/> Human Rights                   | <input type="checkbox"/> Technical Writer         |
| <input type="checkbox"/> Arts                       | <input type="checkbox"/> Driving                      | <input type="checkbox"/> Hunger, Homelessness & Poverty | <input type="checkbox"/> Tutoring                 |
| <input type="checkbox"/> Building Trades            | <input type="checkbox"/> Environment & Sustainability | <input type="checkbox"/> Journalism                     | <input type="checkbox"/> Volunteer Advisor        |
| <input type="checkbox"/> Child Care                 | <input type="checkbox"/> Event Coordinating           | <input type="checkbox"/> Management                     | <input type="checkbox"/> Yard/Park Beautification |
| <input type="checkbox"/> Children and Youth         | <input type="checkbox"/> Filing                       | <input type="checkbox"/> Mentoring                      | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Clerical Support           | <input type="checkbox"/> Food Bank                    | <input type="checkbox"/> Photography                    |   |
| <input type="checkbox"/> Communications             | <input type="checkbox"/> Food Preparation/Serving     | <input type="checkbox"/> Politics, Policy & Justice     |   |
| <input type="checkbox"/> Computer Donation          | <input type="checkbox"/> Graphic Design               | <input type="checkbox"/> Project Management             |   |
| <input type="checkbox"/> Counseling                 |   | <input type="checkbox"/> Public Speaking                |   |

3. Are there any special skills, equipment or training required? \_\_\_\_ Yes \_\_\_\_ No If YES, please explain \_\_\_\_\_

4. Be specific about days and hours services needed: \_\_\_\_\_

5. How many students are you requesting? \_\_\_\_ 6. Can your organization accommodate student groups? \_\_\_\_\_

a) If YES, what type of projects? \_\_\_\_\_

7. Is your organization willing to sign a partnership agreement with the AVHCSECEL? \_\_\_\_ Yes \_\_\_\_ No

8. Is your organization working with other units/departments at JSU for this or other events and activities? \_\_\_\_ Yes \_\_\_\_ No

a) If YES, please explain \_\_\_\_\_

Agency/Organization Representative Signature: \_\_\_\_\_ Date \_\_\_\_\_

JSU/AVHCSECEL Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please mail form to: The Alice Varnado Harden Center for Service and Community Engaged Learning

JSU Box 17084

1400 J.R. Lynch Street

Jackson, MS 39217

Phone: 601-979-1294 Fax: 601-979-6941



## Site Agreement

Partnership w/AVHCSEL to begin on: \_\_\_\_\_ Partnership w/AVHCSEL to end on: \_\_\_\_\_

This agreement is entered into between **Jackson State University Alice Varnado Harden Center for Service and Community Engaged Learning**, hereafter known as the “AVHCSEL” and \_\_\_\_\_ hereafter known as the “Site” for the purpose of promoting education and to enhance the community served by the Site by providing students the opportunity to complete community service/service learning hours. The parties agree to and understand that these service experiences will integrate curricular concepts with the real-world experiences and will be in the public’s interest.

### 1. AVHCSEL agrees to:

- a) Recommend placement for those students in good standing at Jackson State University who are prepared academically to meet the objectives of community service/service-learning;
- b) Assign a AVHCSEL representative or JSU faculty to coordinate the educational objectives of the community service/service-learning activity with the site coordinator; (if needed)
- c) Ensure that students understand the objectives of the community service/service-learning activity; (if needed)
- d) Require students to attend site orientation prior to the beginning of the community service/ service-learning activity; (if needed)
- e) Make administrative recommendations in matters related to students’ personal conduct, performance, or other reasonable cause determined unacceptable to site;
- f) Provide proper documents required for the purpose of reporting community service/service learning hours served at the site and collect any necessary documentation at the termination date of the agreement.

### 2. Site agrees to:

- a) Provide documentation of 501(c)(3) status;
- b) Designate a site coordinator to collaborate with AVHCSEL representatives the objectives of the community service/service learning activities approved for student participation; (if needed)
- c) Provide facilities for students participating in community service/service learning activities comparable for the number of students being served;
- d) Ensure that the facilities provided are in compliance with all federal and state laws regarding workplace safety, and notify each student of any hazards or unusual circumstances which may create unsafe conditions;
- e) Provide students with any site handbooks including but not limited to, rules, regulations, attire, parking, emergency procedure, or other site requirements;
- f) Supervise community service/service learning students and complete any documentation forms as required by AVHCSEL;
- g) Promptly notify AVHCSEL of any unsatisfactory performance or misconduct by a community service/service learning student, and provide any available documentation thereof;
- h) Require students to sign in daily and allow AVHCSEL staff access to sign-in log books.

NOTE: When requesting volunteers for specific or special events, the AVHCSEL staff does not guarantee an exact number of volunteers for the event. Your event coordinator is encouraged to submit flyers to be disseminated to the campus community. The AVHCSEL staff will promote your event via posting flyers, social media and the student campus publication, in efforts to assist your agency/organization with your event.

Agency/Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AVHCSEL Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

Revised 07/2014