Dear Prospective Agency,

The Alice Varnado 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. **Non-profit** organizations must send items #1, #2 & #3 listed below. **For-profit** organizations must send items #1, #2 & #4 listed below. *(All three (3) items must be received before a partnership can be established)*

1. Completed JSU Site Agreement Form
2. Completed JSU Request for Service Form
3. Copy of your IRS award letter showing non-profit status
4. A brief description of your agency, duties of the student volunteers, along with a brief statement giving JSU students permission to perform their service requirement at your facility *(on official agency letterhead w/ signature)*

As to keep in compliance, we ask that you please **hand deliver or mail** the above documents, providing original signatures, to The Center for Service and Community Engaged Learning at 1400 JR Lynch Street, JSU Box 17084, Jackson MS, 39217. 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,

/kh/

Kimberly Harris
Community Service/Service-Learning Resource Specialist/NSE Coordinator
Phone: 601-979-4156
Email: kimberly.m.harris@jsums.edu
Request for Service Form (Please Print)

Student’s Name requesting site approval: ___________________________________ Student’s Phone#: __________________________________________

Agency/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 ______________

Agency/Organization Contact Person: ______________________________________ 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):

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

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 AVHCSCEL? _____ 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/AVHCSEL 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

This form must be mailed or hand-delivered to our office

Revised 07/2015
Site Agreement (Please Print)

Partnership w/AVHCSCEL to begin on: ______________ Partnership w/AVHCSCEL 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 “AVHCSCEL” 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. AVHCSCEL 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 AVHCSCEL 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 AVHCSCEL 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 AVHCSCEL;
   g) Promptly notify AVHCSCEL 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 AVHCSCEL staff access to sign-in log books.

NOTE: When requesting volunteers for specific or special events, the AVHCSCEL staff does not guarantee any number of volunteers for the event. Your event coordinator is encouraged to submit flyers to be disseminated to the campus community. The AVHCSCEL staff will promote your event via posting flyers, social media and the Center for Service webpage.

Agency/Organization Representative Signature: _____________________ Date: __________________
JSU/AVHCSCEL Staff Signature ______________________________ Date: __________________

Revised 07/2015 This form must be mailed or hand-delivered to our office