



Site Agreement

Effective Date: _____ Termination Date: _____

This agreement is entered into between Jackson State University Center for Service and Community Engaged Learning; hereafter known as the "CSECEL" and _____, hereafter known "Site" for the purpose of promoting education and to enhance the community served by the Site by providing students to complete service-learning experiences. The parties agree to and understand that these service-learning experiences will integrate curricular concepts with real-world experiences and will be in the public interest.

1. CSECEL agrees to:

- a) Recommend placement for only 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 CSECEL representative or JSU faculty to coordinate the educational objectives of the community service/service learning activity with the site coordinator;
c) Insure that students understand the objectives of the community service/service learning activity;
d) Require students to attend site orientation prior to the beginning of the community service/service learning experience;
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 CSECEL representatives the objectives of the community service/service learning activities approved for student participation;
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 CSECEL;
g) Promptly notify CSECEL 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 CSECEL staff access to sign-in log books.

NOTE: When requesting volunteers for specific or special events, the CSECEL staff does not promise an exact number of volunteers for the event. Your event coordinator is encouraged to submit flyers to be disseminated to the campus community. The CSECEL staff will promise to promote your event via posting flyers, social media and the student campus publication, in efforts to assist your company with your event. Our staff reserves the right to refuse hours that cannot be properly verified through your agency/site.

Site Representative Signature: _____

Date: _____

CSECEL Staff Signature _____

Date: _____