



Office of Service Learning
 North Campus
 Phone: 910.362.7594 • Fax: 910.362.7593
 Website: www.cfcc.edu/ServiceLearning

SERVICE LEARNING PROJECT INFORMATION

Student Information

Name _____ CFCC ID _____

Address: _____
Street City State Zip

Email: _____ *DOB: / / Sex: Male Female

Emergency Contact: _____ Phone: _____

*Students must meet minimum age requirements set by the participating agency.

CFCC Course Information

Instructor _____ Course/ Section: _____ Semester/Year: _____

Project Description/ Goals: _____

Community Service Organization Information

Organization: _____ Website: _____

Address: _____
Street City State Zip

Supervisor: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Organization Type: Non-Profit For Profit / Commercial Government-Run Faith-Based Historic

Organization Service Population: *Check all populations that apply* Animals/Pets Artistic/Cultural
 Military/Veterans Families/Community Homeless/Low-Income Special Populations
 Early Childhood/ Pre-K Public School Private School After-School Program College/University

Mission of Organization: _____

Volunteer Projects/ Tasks Needed: _____

Will this be a regular volunteer position or will it be for specific events? Daily/weekly Event-based

STUDENT AGREEMENT

I agree that information provided is true to the best of my knowledge. I further agree that my instructor is fully aware of the nature of the service work I will perform at the above named community service organization. (please initial box if you agree)

Statement of Understanding

The undersigned, being over the age of 18 years or in the capacity of legal guardian for a person identified below, does hereby acknowledge that there are risks of physical harm and injury inherent in service activities including but not limited to: working with people, participating in sports, and recreational activities, and travelling to and from service work sites. As partial consideration of being allowed to participate in this activity with Cape Fear Community College, I hereby assume all risks in the travel activity and connected activities and hereby knowingly and intentionally waive any and all claims, of whatsoever kind or nature, against such institutions which may arise out of this activity. I specifically acknowledge that in performing these activities, I am doing so in the status of a server/volunteer for the community agency, and not a server/volunteer, employee or agent of Cape Fear Community College. I further waive any and all claims which may arise from such service activities, acknowledge that workers compensation benefits are not extended to me in my capacity as a server/volunteer and hold Cape Fear Community College harmless from any of my negligent acts. I further state that I am not in any way an employee of Cape Fear Community College in any capacity. I specifically grant this waiver of claims for myself and/or on behalf of my ward identified below and will indemnify and hold harmless such institutions and individuals from any claims. Signing below indicates approval of this Statement of Understanding.

_____	_____
Student's Name	Guardian's Printed Name (If applicable)
_____	____/____/____
Student's or Guardian's Signature	Date

COLLEGE AND AGENCY AGREEMENT

* Dates Effective: ____/____/____ through ____/____/____

This agreement between **Cape Fear Community College** and the **above named organization** identifies the responsibilities of both parties. All participants will follow federal, state, and local laws as well as CFCC Service Learning guidelines.

I. Cape Fear Community College Service Learning Instructor or Coordinator agrees to:

- Provide service learning students with information about basic ethics of community service and work responsibilities.
- Include the named CSO in all on-campus service learning recruitment opportunities.
- Provide updated information about the CFCC Service Learning Experience to CSO representatives on an on-going basis.
- Evaluate service learning students through written evaluations completed by organization supervisors.
- Retain full responsibility for the management of the CFCC Service Learning Experience.

II. Community Based Organization (CSO) agrees to:

- Reserve the right to carefully screen and select all service learning student workers for placement at that site.
- Maintain current records of all CFCC service learning students participating at that site and provide CFCC with information when requested.
- Provide necessary orientation and training and provide information on the organization's code of ethics and standards.
- Evaluate student workers at that site upon conclusion of their service to the CSO.
- Evaluate the service learning program to help the College continue to improve the program.
- Reserve the right to remove a student from his/her service learning duties in the event that the student demonstrates an unsatisfactory work performance or violates the CSO's rules or standards or the CFCC student code of conduct.
- Notify CFCC immediately if a student is removed from service learning duties or if any other problems arise.

III. Other

- Displacement of Employees:** The CSO **will not** displace existing paid workers or impair contracts for services with students participating in the Service Learning Experience.
- 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. **If a student elects to drive a personal or a CSO-owned vehicle during assigned service hours, the student shall abide by guidelines set forth by the CSO, which may include providing proof of insurance.**
- Discrimination:** Cape Fear Community College is an Equal Opportunity/Affirmative Action Institution. The CSO is expected to adhere to nondiscriminatory policies and practices.
- Amendments:** This agreement may be changed at any time upon mutual written agreement between both parties.

_____	_____	____/____/____
Site Representative Name	Signature	Date
_____	____/____/____	
CFCC Service Learning Course Instructor/Representative	Date	

Please include effective dates above.*