

St. Norbert College
Academic Service-Learning
Memorandum of Understanding

Course Name: _____ Course #: _____

Faculty: _____ Email: _____

Community Partner: _____ Phone: _____

Street Address: _____ City: _____ Zip: _____

St. Norbert College Representative: _____

Phone: _____ Email: _____

Responsibilities of St. Norbert College

Before experience:

- Coordinate direct service opportunity for students enrolled in an Academic Service-Learning course
- Facilitate completion of necessary volunteer paperwork as requested by community partner
- Provide a Pre-Service Training to prepare and inform student volunteers about Academic Service-Learning and service expectations.
- Provide on-campus locations for site-training or meetings with students, as requested
- Provide St. Norbert College identification (name tag and lanyard) for student volunteers, as requested

During experience:

- Complete site visits as needed or as requested
- Develop and share program assessment/evaluation as appropriate with community partner

Responsibilities of Student Volunteers

Before experience:

- Complete necessary paperwork as assigned by site and St. Norbert College
- Attend and participate in pre-service training conducted by Sturzl Center Staff or faculty
- Participate in orientation/training as provided by the Community Partner

During experience:

- Complete 20 hours of direct service
- Arrive for service on time, stay for designated time and engage fully in your service
- Communicate with site supervisor if you are going to miss or arrive late for your service (due to sickness, car troubles, etc.)
- Track hours of direct service and record them on your Time Log
- Dress appropriately and wear SNC name tag (as requested) while at your service site
- Do not use cell phone while at your service site
- Follow the site guidelines on taking photos. Do not post photos on Facebook or other social media sites. Do not friend request youth participants.
- Do not share personal information (cell phone number, address) with program participants
- Keep participant personal information confidential (do not share details about any participant with anyone including via electronic means - blogs, social media, etc.)
- Notify site staff of any concerns you may have with participants, staff or other volunteers including concerns about potential abuse or neglect of children
- Abide by community partner policies (including, but not limited to, the ones listed below)
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Responsibilities of the Community Partner

Before experience:

- Facilitate and communicate scheduling and assignment of students with the assistance of SNC staff as requested
- Provide background checks and/or processing of other paperwork as needed for organization
- Provide orientation and site training (including emergency procedures) for students

During experience:

- Share check-in procedures with students and keep SNC Check-In Binder (if used) on-site in an area accessible to student volunteers
- Provide a safe and appropriate environment for students
- Provide student volunteer with space and materials needed to perform service
- Provide ongoing support and supervision (Supervisor name: _____)
- Provide a single point of contact to work with the student(s) during their service
- Clarify the roles of students
- Ensure volunteer activities are structured, well-planned and effective.
- Evaluate student volunteer performance and provide feedback to volunteers on an on-going basis (at least once per semester)
- Verify each student volunteer's service hours
- Maintain contact with student volunteers, Sturzl Center Staff and faculty members as necessary.
 - Site visits will be conducted by Sturzl Center Staff and faculty member as necessary or requested
- Immediately communicate any concerns you are unable to resolve with students to your SNC representative (SNC rep name _____)
- Participate in program assessment/evaluation as requested by SNC

SNC Representative

Name: _____ Signature: _____ Date: _____

Community Partner Signature

Name: _____ Signature: _____ Date: _____

Student Volunteer

Name: _____ Signature: _____ Date: _____