Thank you for your interest in becoming a Clemson University Community Partner. Through your partnership, Clemson is able to provide richer educational opportunities for our students through service experiences. By accepting and supervising Clemson students as they serve your agency, you are helping to educate these students through real-life experiences and are contributing to promoting civic responsibility.

As a Community Partner, you agree to:
- Provide students with appropriate orientation, training, and supervision.
- Provide a clear description of the expectations, requirements, and responsibilities for the assigned task.
- Provide a safe and appropriate service environment.
- Advise students of their need for health/medical insurance when necessary. Please note that Clemson University does not require students to carry health/medical insurance.
- Promptly provide your agency information, such as contact names, address, phone number, etc.
- Not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race religion, sexual orientation or veteran’s status.
- Assure that students who volunteer with you are not also concurrently employed by you.
- Assure that student volunteers will not displace employees.
- Provide feedback to the Civic Engagement Office on your experience with students and faculty.
- Report student service hours annually to the Civic Engagement Office (see second page for form).

The Clemson University Civic Engagement Office agrees to:
- Serve as a “one-stop-shop” to initiate alerting the campus of your community service or service-learning needs.
- Advise you on additional campus departments to contact when your needs fall beyond the scope of the Service Office (such as the need for interns, part-time employees, etc.)
- Advertise your volunteer needs to the campus community.
- Invite you to participate in the Volunteer Fair.
- Assist you in connecting with faculty for potential service-learning projects, grant partnerships, etc.
- Assist you with the reservations process for holding meetings (such as trainings, informational meetings, or even staff development workshops) on campus.
- Provide information to you about campus resources that may be useful for your agency.
- Promptly provide you with updates and changes on Civic Engagement Office staff, location, phone number, etc.
- Provide you with feedback from students and faculty who work with you.

PLEASE PRINT NEATLY

Agency Name: __________________________________________________________
Mailing Address: ____________________________

Contact Person: ________________________ Title: ____________________________

Phone: ________________________ Email: ____________________________

Signature: ________________________ Date: ____________________________

FOR OFFICE USE ONLY

CU Representative: ________________________ Title: ____________________________
Signature: ________________________ Date: ____________________________
Name of Agency: ________________________________________________________

Agency Contact Name: __________________________________________________

Contact Phone Number and/or email: _______________________________________

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<tr>
<th>Student Name</th>
<th>Volunteer Activity</th>
<th>Date(s) Completed</th>
<th>Total Hours</th>
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<th>Organization Name</th>
<th>Number of Volunteers</th>
<th>Volunteer Activity</th>
<th>Date(s) Completed</th>
<th>Total Hours*</th>
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*Please calculate total organization hours by multiplying the number of hours of the project times the number of students. For example, 5 students volunteering 1-3 p.m. would be 10 total hours.

In the future, will you continue to recruit CU volunteers? ____________________________
Was the Civic Engagement Office helpful in meeting your needs? _______________________

Comments/Questions/Concerns ____________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please return to 707 University, Clemson SC 29634, or fax to 864-656-1200.  
Please call 864-656-0243 if you have any questions.

Civic Engagement * Harvey and Lucinda Gantt Center for Student Life * Division of Student Affairs