

**Citizenship and Service-Learning  
Missouri State University  
901 South National Avenue  
Springfield, Missouri 65897  
Plaster Student Union 209  
Phone: (417) 836-5774  
Fax: (417) 836-6429**



### **Community Partner Agreement Letter**

This agreement, dated \_\_\_\_\_, is entered into between Southwest Missouri State University through the Citizenship and Service-Learning Program (CASL) and \_\_\_\_\_ (hereinafter known as “Community Partner” or “CP”), for the purpose of providing academic service learning.

Student(s) will be made available to CP by CASL for specific service-learning assignments. CASL does not represent that students assigned are qualified by training or temperament for a specific service-learning assignment. Students are engaged in a learning experience, and serve as uncompensated volunteers to CP. Students may be removed from work on a particular assignment at the request of the CP. The CP agrees that no student will be denied Service-Learning opportunities or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status.

With the help of the CP, CASL Staff will monitor the students’ attendance to keep an accurate record of time. The CP may immediately terminate from service any student as necessary. The CP agrees to contact CASL before any student is terminated from service.

The CP will submit a brief, written evaluation of student(s) to the CASL program each semester as requested. CASL agrees to provide a standard form for students’ service learning evaluation.

Students may not displace paid workers or duplicate work, which causes individuals to become unemployed. Service-Learning students will not work with political organizations or elected officials on partisan efforts, will not engage in any religious activities to promote a particular religious viewpoint, will not work to monetarily benefit for-profit organizations, and will not work for or against unions or be utilized to provide replacement services during a work stoppage.

This agreement is in force on \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.  
(Print or type your name)

Termination of this agreement can be initiated by the Community Partner or by CASL by giving thirty (30) days notice of termination to the other party in writing.

The CP will be responsible for direct supervision of Service-Learning activities performed for the CP. The CP will also be responsible for the safety of students while on the CP’s premises.

\_\_\_\_\_  
Community Partner Signature

\_\_\_\_\_  
Program Coordinator  
CASL Program