Dear Volunteer Coordinator:

The Los Angeles City College is beginning a Service-Learning Program which serves the community by providing student volunteers to organizations such as yours. The program is based on providing "real life" educational experiences for students outside the classroom. Whenever possible, class instruction is connected to volunteer work.

We would like you to be a partner in our students' educational experience. How do you get plugged into our database? All it takes are two easy-to-complete forms:

(1) An *Agency Agreement Form*, which provides an explanation of how LACC views formalizing work relationships with community agencies. Please sign the agreement on page two.

(2) A *Volunteer Request Form*, which describes your volunteer needs and job descriptions. Volunteer opportunities range from anthropology and accounting to almost anything. Students from **all** areas are interested in volunteer opportunities.

It's that easy!

We must have both forms before we can assign students to your organization. Please enclose any other information (i.e., posters, flyers, brochures, etc.) that will help us become better acquainted with your agency.

Return the signed Agency Agreement and completed Volunteer Request Form with the student from Speech 71 or 72 Listening and Speaking Class.

If you are not using volunteers but would like to develop a system to do so, we will be happy to keep you in mind for future programs.

The service and program you are providing to the community is invaluable, and we look forward to hearing from you and working with you.

Sincerely,

Rosalyn Kahn
Speech 71& 72 Instructor
kahn.rosalyn@gmail.com

Enclosure

Service-Learning Program
(SLP)

Agency Agreement

The purpose of this agreement is to establish a good faith working relationship between the Service-Learning Program at Los Angeles City College and non-profit, community service, and public service agencies seeking student volunteers and interns. The intent of the Agency Agreement is to help establish basic and mutually understood standards of cooperation to insure the success of our voluntary relationship.

1.   ***LACC's Expectations of Community Agencies***

In order to insure the maximum educational and personal development benefits to student volunteers, LACC expects that community agencies receiving volunteers will assist us in the following ways:

A.   Proper supervision and training for the SLP volunteer will be provided. This includes initial orientation on the overall purposes of the agency, the clientele it serves, and what its basic goals are. Training on specific duties enable volunteers to carry out duties and responsibilities requested of them.

B.   SLP volunteers will be considered for responsibilities and duties, as much as possible, commensurate with their educational backgrounds and para-professional potential. While the overall purpose of the program is to serve the community, the community agency will also take into account that this is an educational experience for the student and that opportunities for learning new skills and gaining exposure to new experiences are important features of their volunteer involvement.

C.   A system of scheduling and documenting volunteer hours will be established if one does not exist. This system will include a daily sign-in/sign-out system to verify days and hours worked for each student volunteer. This system will be accessible to SLP staff for monthly documentation.

D.   Each community agency will inform immediately the SLP of any difficulties arising from the work of an assigned volunteer (e.g., attendance, attitude, accidents, etc.).

E.   Each community agency will receive periodic on-site visits or phone calls from a SLP coordinator. SLP coordinators are responsible for following up directly with student volunteers, insuring that, once volunteers are placed, they remain satisfied with their field placements.

F.   Community agencies will assist the SLP in completing semester performance evaluations on each of their student volunteer/interns. Volunteer/interns receive academic credit for their work. These evaluations must be completed by the volunteer/intern's immediate supervisor to serve as partial requirement for course work.

G.   Community agencies will provide accident and liability insurance to the volunteers for their protection while they are involved in agency related activities.

2. *What You Can Expect from LACC's Service-Learning Program*

    A.   SLP recruits student volunteers each semester using classroom presentations, The main benefits are an opportunity to help the community and to gain valuable work and learning experience.

    B.   SLP assigns volunteers to community agencies based on individual student's interest. SLP will provide prospective volunteers with preliminary background information provided on the agency's Volunteer Request Forms and any additional material submitted.

    C.   Once a student's interest in a particular agency has been established, SLP will contact that agency's volunteer coordinator (the individual assigned to work with our volunteer) to set up an appointment to interview the prospective volunteer. Once the interview is concluded and mutual interest is confirmed, a work schedule will be developed, and the volunteer can commence.

    D.   The Instructor will be the agency's main contact with the program on matters related to volunteers. This individual will be the main person making periodic follow-up phone calls and emails to make sure that volunteer performance evaluations are processed in a timely manner. This person will also be available to assist the agency with any problems that may arise concerning volunteers.

If the above expectations are agreeable to you, please sign below:

Name of Authorized Agency _____

Representative

_____
_

Title _____

Agency   Name

_____
_

Signature   _____   Date
_____

Service-Learning Program
VOLUNTEER REQUEST FORM
PLEASE TYPE OR MACHINE PRINT

Agency Name _____ Volunteer Coordinator/Contact Person
_____

Address _____ City _____ Zip Code
_____

Phone # _____ FAX # _____ E-mail _____

What Hours/Days Can Students Volunteer? _____
(e.g., M-Th, 10:00 a.m. to 8:00 p.m.)

Length/Time Requirements (student commitment to class is approximately 15 hours for the semester)
(e.g., 2 months, 2 hours a week)
_____

How Many Volunteers Can You Use? _____ Do you often have short-term projects? ____Yes ____No

Type of Organization (Check All That Apply)

Education	Health	Public Safety/Legal	Environment
___Adult Literacy	___Community Clinic	___Community Advocacy	___Education
___Bilingual Education	___AIDS Programs	___Community Policing	___Recycling
___Dev. Disabled	___Hospital	___Rehab. Program/	___Nature/Planning
___ESL	___Mental Health	Probation	___Animal Care
___Peer Mentoring	___Nursing Home	___Domestic Violence	___Clean-Up
___Preschool/Headstart	___Translating	___Legal Aid Clinics	___Pollution Control
___Physically Disabled	___Homeless	___Family Law	___Other _____
___Teacher Aide	___Youth Club	___Other _____	
___Tutor	___Women's Programs		
___Other _____	___Other _____		

Description of Organization: _____
_____
_____
_____

Volunteer Positions Available to Students: _____
_____
_____

Do You Offer Training? How Long? _____
_____
_____
_____

Skills Desired: _____