



Central New Mexico Community College

LETTER OF AGREEMENT
FOR PLACEMENT OF CENTRAL NEW MEXICO COMMUNITY COLLEGE
SERVICE LEARNING STUDENTS

Dear Agency Representative:

On behalf of the Central New Mexico Community College Service Learning Program, thank you for entering into a partnership with us to provide a rich educational opportunity for our students.

As an agency supervising Central New Mexico Community College Service Learning students you agree to provide the Central New Mexico Community College Service Learning Office with:

- > Current proof of not-for-profit status
-> Current proof of liability insurance to cover students serving at your agency
-> Copy of state license if you are a child care or elderly care provider

You agree that while fulfilling service learning hours, students will not:

- > Be left unsupervised with minors
-> Transport any persons
-> Meet in private residences without an agency representative present

You agree to ensure that our service learning students are provided with:

- > An orientation prior to beginning their service learning hours
-> Training and supervision with regard to agency policies and procedures including health and safety information
-> A clear description of the skills and assigned service learning work including expectations, responsibilities, and requirements
-> A safe and appropriate working environment

The Central New Mexico Community College Service Learning Program agrees to provide:

- > Consultation for identifying appropriate tasks for students
-> Orientation for agency representatives regarding students needs and capabilities
-> Follow-up and support regarding student issues, if requested

Signing gives permission for agency listings including contact persons and numbers to be listed on the Central New Mexico Community College Service Learning web site and in the handbook. Please complete the agency information below, sign and return the original white copy to: Central New Mexico Community College, Service Learning Program, Center for Community Programs & Partnerships, ST 10, 525 Buena Vista SE, Albuquerque, NM 87106.

Name of Agency _____ Address _____
Contact Person _____ Phone _____ Ext. _____
Signature _____ Date _____
Agency Representative

Central New Mexico Community College
Service Learning Outreach Specialist Nancy Valenzuela Phone: 224-3071 Fax: 224-3268
Signature _____ Date _____
Service Learning Outreach Specialist

(White Copy - Service Learning Office) (Yellow Copy - Agency)