

Statement of Agreement

San Antonio College Service-Learning Program

The San Antonio College Service-Learning program offers community agencies, schools, and governmental organizations the following services:

- Agency exposure to San Antonio College students, faculty, and staff interested in service-learning opportunities through bulletin boards, the internet, and a database.
- On-campus recruitment at San Antonio College through publications such as the student newspapers and campus newsletters and through distribution lists to students, staff, and faculty interested in service-learning.
- Invitations to attend on-campus service-learning and volunteer recruitment events, such as the fall and spring semester service-learning fairs.
- The opportunity to hold trainings and orientations on the San Antonio College campus.
- The opportunity to recognize and honor San Antonio College service-learning students who demonstrate outstanding community commitment.

Standards of Agreement for Agencies

The policies and procedures of the San Antonio College Service-Learning program require that organizations requesting services from San Antonio College agree to the following principles:

- To register or update their agency and/or program with the San Antonio College Service-Learning program using the “Agency Registration Form” and to make requests for service learning participants using the “Service-Learning Participant Request Form”.
- To accept sole responsibility for service-learning participants and their actions, releasing the Alamo Community College District and the San Antonio College Service-Learning Program from any liability, claims and cause of action arising from any acts, errors or omissions of any participant referred to the agency by the San Antonio College Service-Learning program.
- To keep a record of all referrals and placements of San Antonio College service-learning participants, notifying the San Antonio College service-learning program of any volunteer who was placed as a result of a referral.
- To be responsible for any screening or background checks of participants, if necessary or appropriate for your agency.
- To provide participants with appropriate training including any written information about policies and procedures concerning duties they are expected to perform.
- To provide a safe and supportive work environment for all San Antonio College participants.
- Assure that participants will not be recruited or referred to assignments that displace employed workers.
- To not discriminate in selection of participants or clients on the basis of race, religion, age, sex, national origin, sexual orientation, mental or physical disabilities or affliction.

Agency Name: _____

Program or Site Name: _____

I have read and agree to the Standards of the Agreement

Primary Contact (Signature): _____

Date: _____

Director (Signature): _____

Date: _____