



Dominica State College

DEPARTMENT OF STUDENT AFFAIRS

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COMMUNITY ORGANIZATION AGREEMENT

General Information:

Organization Name: _____

Supervisor Name: _____

Address: _____

E-mail: _____

Telephone Number(s): _____

Procedures and Expectations:

This Service Learning program seeks to create a mutually beneficial partnership between partners, students and the Dominica State College. By maintaining this partnership, organizations will put in place a foundation for not only a reliable voluntary workforce, but also a stronger community.

Upon completing this agreement, organizations will return to the Dominica State College webpage to complete the Service Learning (Volunteer) Request form. This request will go to the Department of Student Affairs and once approved, will be available for students to sign onto. Upon completing activities, students completing ongoing placements will complete an Ongoing Student Service Learning Evaluation with the organization supervisor. They will log their hours which will require a signature from the supervisor. In addition, organizations are required to fill out their own log and confirm the student's hours. The Supervisor Confirmation form is available on the DSC website or can be retrieved from the Department of Student Affairs. This document is to be returned directly to the Service Learning office with the EXCLUSION of the student. It can be emailed, mailed or delivered.

Agreement:

_____ appreciates the DSC Service Learner(s) commitment to give their time and will do the best we can to make the DSC Service Learner (s) experience as enjoyable and rewarding as possible. To make sure the DSC Service Learner(s) have the best possible experience we agree to this document which sets out our commitment to the student(s) and Dominica State College.

_____ is committed to:

- Providing ongoing support to students during their experience and supporting the development of the Service Learning program at the College.
- Meeting the policy and standards set out by the Dominica State College Service Learning Program
- Providing a named person who will be the student's point of contact whilst volunteering. This might be someone other than the volunteer manager who will discuss the student's Service Learning and any achievements and issues arising on a regular basis.
- Ensuring that all volunteers are treated fairly and in accordance with the College's Equality and Diversity Policy. This includes safe spaces free of discrimination and being flexible in relation to student's availability, recognizing the need for holiday time and other commitments such as coursework.
- Resolving issues or difficulties with students in a respectful manner with the inclusion of the College. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Providing an adequate job description and job title in the student request form. Having a detailed position will encourage student's involvement and enthusiasm. Titles should extend past "volunteer", such as coach, assistant, event support, etc.
- Respecting that students are skilled and training is to integrate them into the workforce; organizations agree to have specific skilled opportunities for students to know what they can gain from the partnership.
- Providing necessary training or orientation to students to close any gaps in their performance. This includes explaining the standards the Dominica State College expect to encourage and support students' achievement. This adequate training should ensure students know safe practices, in accordance with the College's Health and Safety Policy.
- Understanding students may request a Letter of Recommendation, although this is not a mandatory requirement of the College but can be deemed courteous. Within this document the supervisor should give an understanding of the organization, the role of the student and ways in which they stood out.
- Committing all required formal documents requested by the Dominica State College.

- Promoting and marketing positions to students themselves through organizations own means of advertising.
- Providing ongoing feedback to the Service Learning office. Although this is not a formal requirement, organizations are encouraged to reach out to the office with any concerns, both positive and constructive.

This agreement is intended to be a binding contract between community organizations and the Dominica State College and may be stopped at any time by either party.

Some key points that community organizations should be made aware of from the Service Learning Policy, are as follows. The College will be available to provide support to all Service Learning activities. Students are required to abide by all the State College's policies, expectations and external laws. Service Learners do not have employment with the agencies or the College, these positions are unpaid. Any form of recognition should be simply for good voluntary work. Students with violent, criminal or abusive record will be prohibited from handling currency, working with minors or elderly, working with animals, working with infectious agents and accessing confidential information.

The Department of Student Affairs commits to provide meaningful opportunities for students, take action for community organizations and students to understand all duties and responsibilities and to ensure a safe climate for the Service Learners. The office will be responsible for processing and logging all forms related to the activities.

Among the Student Information and Agreement form, students agree to confidentiality of the community organization, a code of conduct and a liability release.

Prohibited activities include:

- Entering into any contract on behalf of the College
- Working with hazardous materials, environments or related areas which may otherwise place the volunteer at risk for physical harm.
- For volunteers under the age of 18, engaging in any activity that would violate the child labor restrictions of the Labor Standards Act.
- Operating a vehicle during their Service Learning hours

Organization Name: _____ Supervisor Name: _____

Signature: _____ Date: _____

Signature from DSC Representative: _____