

# Benedict College Service-Learning Program Partnership Agreement Form



**Purpose:** The Benedict College Service-Learning Program is designed to build leadership by developing academic-based opportunities to enhance students' intellectual growth, civic responsibility, and career exploration. It is the intent of the Service-Learning Program to develop viable partnerships that enable students to engage in activities that will extend their learning beyond the classroom while contributing a valuable service to your agency/school. This form is used to gather information concerning the capacity in which Benedict College students may be placed and utilized at your site relative to the aim of the service-learning program. In the event that students serve at your site, each agency/school will be required to provide an on-site orientation for students outlining the responsibilities of both the student and the supervising agency prior to the start of service. The completed Partnership Registration Form is required annually for all agencies seeking to assist students with earning required service hours for graduation.

Agency/School \_\_\_\_\_

Address \_\_\_\_\_  
*Street Address City State Zip*

Contact Person \_\_\_\_\_ Site Supervisor \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Student Position/Title (i.e. Office Assistant, Tutor, etc.):** \_\_\_\_\_

**Specific Duties/Project Goals (attach additional sheet, if necessary):** \_\_\_\_\_

**Specify name and date of a Signature Project/Event that your agency coordinates that may accommodate an entire class assisting for one day (if applicable):** \_\_\_\_\_

**Specify the following regarding service schedules for students (attach additional sheets, if necessary):**

Best Time(s) for Student Service \_\_\_\_\_

Best Day(s) for Student Service \_\_\_\_\_

Number of Students Requested \_\_\_\_\_ Can you provide transportation?  Yes  No

\_\_\_\_\_  
*Signature (Agency/School Representative) Date Signature (Service-Learning Representative) Date*

I understand that students completing their service-learning requirement must be supervised by the Contact Person or the Site Supervisor listed on this form. I further understand that students may only complete duties which have been outlined on this form and are jointly agreed upon by the Agency and the College's service-learning designee.

**Return to: Benedict College Service-Learning Program  
MSC 1084 ♥ 1600 Harden Street ♥ Columbia, SC 29204  
Phone: (803) 705-4633 ♥ Fax (803) 705-6890**