The Student Will:
1. Be responsible for the agreed community service hours. Call ahead if you will be late or unable to attend a scheduled service shift.
2. Follow all policies of the site, including health and safety precautions and confidentiality.
   - Do not go beyond the scope of assigned responsibilities. Use your judgment, and refuse risky or inappropriate requests and situations.
   - Do not work in a room alone with a child or any other client.
   - Do not transport a child or other client, unless screened and cleared by the on-site supervisor to do so.
   - Follow all confidentiality and reporting policies of the site.
   - We recommend that students carry health, accident, and auto insurance; as they are not covered under any college insurance policy.
3. Inform the on-site supervisor of the learning objectives for the community service activity.
4. Notify the supervisor and the instructor of any concerns or changes.

The Community On-Site Supervisor Will:
1. Provide position descriptions and outline the expectations of the site.
2. Provide orientation of the agency's expectations, concerns, and populations it serves.
3. Provide appropriate training for the position when necessary.
4. Provide necessary space, equipment, and materials for the student to function effectively in the position.
5. Clear community service by student with risk management and have personnel policies and procedures in place. Include these in the student training.
6. We recommend that the community site have volunteer accident and liability coverage. If students are involved in transporting children or clients, they should be covered by the community site insurance policy.
7. Provide a supervisor to guide and evaluate the student. Clarify procedures for the student to report problems, to get assistance, and to make suggestions.
8. Keep a record of student hours.
9. Notify the student and the instructor of any concerns or changes.

The OLI Coordinator Will:
1. Provide written learning objectives for the student to take to the site, and approve the community service opportunity.
2. Orient students to the purposes of community service learning, the connection of community service options with the course, and the importance of commitment and respect at the community service site.
3. Stress the importance of students' finding placements at the beginning of the quarter.
4. Ensure a solid community service experience by providing opportunities for students to reflect on their service and integrate it with the course.
5. Notify the student and/or the site supervisor of any concerns or changes.
Portland Community College  
*Oregon Leadership Institute*

Community Service Agreement

The Community Service component of the Oregon Leadership Institute (OLI) at Portland Community College (PCC), Rock Creek Campus is committed to building communities and enhancing students’ learning by integrating community service into the OLI Curriculum.

This Community Service Agreement is designed to clarify expectations, communicate learning objectives, promote safety, and foster communication.

*Site supervisors: please keep a copy of this agreement in order to contact students and instructors, as needed.*

**OLI coordinator fills out this portion:**

Due date for student to return agreement to instructor: ____________________________

Course CRN: ____________________________  Service hours required: ____________________________

OLI Coordinator: ____________________________

Coordinator’s phone: ____________________________  Coordinator’s email: ____________________________

- Development of critical thinking ability, decision making, and problem solving skills
- Ethical development and moral reasoning ability  Social relationships and development
- Citizenship, civic and social responsibility  Confidence and self-esteem building
- Tolerance and acceptance of diversity

**Students, please fill out this portion:**

Student’s name: ____________________________

Address: ____________________________

Home phone: ____________________________  Cell phone: ____________________________

**Community on-site supervisor, please fill out this portion:**

Community site: ____________________________

Address: ____________________________

Phone: ____________________________  Other phone: ____________________________

Site Supervisor: ____________________________

Please read agreement on the back of this page before signing

(Student signature) ____________________________  Date ______________  (On-site supervisor signature) ____________________________

For more information, please contact: OLI coordinator  
971-722-7279