The purpose of this agreement is to inform the student of the risks and responsibilities inherent in community-based learning activities and to document for Drew University that the student has been so informed. This document must be completed and returned to the Center for Civic Engagement before a student will be cleared to begin work with a community organization.

**Part I: Student Information**

Name: ___________________  Phone________________ Email________________

Course Name and Number___________________________ Semester_________

Professor_____________________________ Semester_________

**Part II: Community Organization Information**

Name of Agency/Site_________________________ Site Supervisor________________

Address_______________________________ Phone_____________

Email______________________________

**Part III: Guidelines and Responsibilities**

Every student participating in community-based learning at Drew is required to

- Attend an on-site orientation and fulfill other training or screening requirements, as determined by your professor and site supervisor
- Adhere to the community organization’s policies and procedures, including confidentiality of client information
- Behave with professionalism (including being on-time, meeting deadlines, accepting feedback and supervision, and dressing appropriately) and treat the organization’s staff and clientele with respect
- Communicate proactively with your site supervisor and course professor about any circumstances at your community site affecting your safety or ability to fulfill your responsibilities
- Carry medical insurance and accept responsibility for any medical expenses incurred during community work
- Adhere to Drew University’s policies and procedures regarding off-campus travel and activities
- Meet the goals of the community based program
- Participate without compensation
- Please initial that you have read and understand The Student Travel Guidelines For Community Based Learning Activities

While working at this community organization DO NOT:

- Report to the site under the influence of drugs or alcohol
- Give or loan money or personal belongings
• Give a client or agency representative a ride in a personal vehicle
• Meet alone with or engage in any type of non-professional or business relationship with clients during the term of work with this organization
• Tolerate verbal exchanges or behaviors that might be perceived as sexual or as discriminating against an individual on the basis of age, race, gender, sexual orientation, ability, or ethnicity.

Part IV: Scope of Work
Provide a brief description of the kinds of tasks or the nature of the project you will be working on with this community organization (including expected number of hours) and how this work is related to the academic component of this CBL class:

Part V: Ownership of Work Products
All materials and other products created or developed under the direction of your community organization are the property of that organization. Drew students are permitted to use any such products for educational or informational purposes, with the exception of any materials that the organization determines would violate client confidentiality if used in this manner.

Part VI: Risk of CBL Community Activities
Participation in this CBL course involves risks of physical harm inherent in any community-based work, including but not limited to those of working with people, in educational settings, in healthcare settings, performing physical labor, and in transportation to and from community sites. Each student receives an orientation from the community organization regarding its policies and procedures, and is given the opportunity to personally assess the risks involved in participation. Signing this agreement acknowledges that the student has been informed of these risks and has participated in an on-site orientation at the organization. By signing below, student voluntarily accepts and assumes all risks associated with the CBL activities and releases Drew University from any liability for the activities.

Signature
By my agreement to participate in this CBL (community-based learning) class I confirm that I understand the policies, obligations and risks associated with traveling to and participating in the CBL activities of the class and I shall not hold Drew University, its agents, employees, or representatives liable for any damages or losses arising from my participation. Further, I indemnify and hold Drew University, its agents, employees, or representatives harmless from any damages or losses arising from my participation in this CBL class.

I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own

Print Name__________________________________________
Signature_____________________________________________ Date______________

Signature of Parent or Guardian___________________________ Date___________