



## SAMPLE Community Partner Agreement 2024-25

(PREVIEW ONLY. Email [cevc@jmu.edu](mailto:cevc@jmu.edu) for a to become a partner.)

This agreement describes a voluntary partnership between \_\_\_\_\_ (Community Partner) and the Community Engagement & Volunteer Center (CEVC) at James Madison University from August 2024 to July 2025.

This agreement outlines the role of CEVC and communicates the contributions and expectations of both CEVC and the Community Partner.

### Section 1: General Liability

- JMU is a state agency. Nothing in this agreement should be construed as a waiver of the sovereign immunity of JMU.
- The agreement and performance of obligations thereunder are governed by Virginia law.
- The two parties listed above are independent contractors and one cannot act for or bind the other.
- Both parties agree to maintain in force at all times during the term of this agreement comprehensive general liability insurance. JMU is a state agency and shall fulfill this obligation through the Commonwealth of Virginia Risk Management Plan, which includes a program of self-insurance.
- Both parties will maintain the highest standards in protecting student privacy.
- Community Partner is liable for the acts/omissions of their employees and representatives.
- JMU and CEVC are not liable for the students' conduct while on site or performing work for a partner. This is not an employer-employee relationship. Students are responsible for their own decisions and conduct.
- JMU and CEVC reserve the right to discipline students for violations of student conduct rules and can unilaterally suspend or end student participation with Community Partner.

### Section 2: Expectations

#### *JMU's Community Engagement & Volunteer Center will:*

- Support Community Partner priorities whenever possible through connections to faculty, student organizations, and other JMU resources (e.g. convening space, faculty expertise, on-campus events, off-campus event promotion).
- Work with Community Partner to list opportunities in CEVC's online volunteer management platform made available to JMU students, faculty, and staff. Unless otherwise agreed upon, CEVC will solicit partnership opportunity ideas in May/June each year.
- Publicize Community Partner events and opportunities as appropriate. However, CEVC cannot ensure student participation.
- Provide a JMU calendar and additional relevant information to the Community Partner.
- Support Community Partner to meaningfully engage and utilize JMU students and be available to discuss challenges and successes.

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- Collect and share feedback from Community Partner, students, and faculty.
- Establish clear expectations for students prior to engaging with Community Partner. Please email [cevc@jmu.edu](mailto:cevc@jmu.edu) if you would like to see a copy of the Student Commitment Form for reference.
- Have students create a profile in the CEVC online volunteer management platform, where they will be directed to connect with Community Partner directly.
- Provide support to students facing financial or other barriers to completing Community Partner requirements (i.e. background checks, health screenings, etc.), whenever possible.
- Prepare and train students, when possible, through pre-service reflection and information about Community Partner.
- Support and encourage all students to engage in ongoing reflection to increase the likelihood of thoughtful and ethical engagement with Community Partner.

*The **Community Partner** will:*

- Read and understand the [mission, vision, values, and work of CEVC](#).
- Identify opportunities for students that will help increase the capacity of Community Partner while allowing students to learn and contribute positively.
- Provide current information to CEVC about the organization's mission, priorities, needs, and special projects including associated dates and detailed information, typically via the CEVC online volunteer management platform.
- Designate a staff member to serve as a primary contact to communicate with students, direct their assigned tasks, support the development of relationships between students and community members, and ensure students are learning and contribute positively
- Provide an orientation for students to understand the organization's mission and work, relevant social issues, and professional expectations.
- Respond to CEVC program assessments and evaluations.
- Provide a safe work environment for students to carry out their assigned tasks.
- Request students to sign their organization's required volunteer forms.

### **Communication and Accountability**

CEVC aims to critically examine inequities and prioritize the personal and professional growth of our team, students, colleagues, and partners as agents of change.

To ensure success, CEVC and Community Partner will communicate regularly to provide prompt updates regarding program changes, new projects, opportunities, and other feedback. If either party hears concerns or perceives performance as unsatisfactory, they will promptly notify the other party to seek clarification and resolution.

If either party is believed to have dishonored this agreement, CEVC and Community Partner will work together to identify additional training opportunities and resources to better equip their team to appropriately engage with each other. This may include one-on-one consultation, mediation, referrals, and/or access to resources to enhance cultural competency and better integrate just, equitable, and inclusive policies and practices into their work.

Dependent on the severity of any infraction of this agreement, engagement may halt until a plan to move forward is established and agreed upon by both parties.

# ***Madison Community Scholars Addendum***

CEVC coordinates JMU's Madison Community Scholars program, which connects Community Partners with students who are 1) employees eligible to earn an hourly wage through their Federal Work Study financial award or 2) recipients of a Madison Community Scholarship award.

*In addition to the expectations on page 1-3:*

## ***CEVC will:***

- Recruit, interview, and match student(s) with Community Partner.
- Conduct a site visit for first-time Community Partners.
- Coordinate completion and collection of new hire paperwork for students.
- Submit student timesheets to JMU Payroll for processing each pay period.
- Provide students and supervisors with a calendar of important dates (i.e., breaks in the academic calendar, timesheet due dates, etc.).
- Facilitate an August orientation for students and Community Partners.
- Facilitate regular workshops and reflection activities for students.
- Request and review evaluative feedback from students and supervisors at the end of each semester.
- Support communication between student and Community Partner should issues and/or concerns arise.

## ***Community Partner will:***

- Develop and submit a detailed position description, including necessary and desired skills.
- Oversee student success by:
  - providing on-site orientation and training,
  - establishing expectations regarding communication, performance and responsibilities, and
  - providing regular and timely feedback (we strongly recommend weekly check-ins).
- Attend and participate in CEVC's August program orientation.
- Be responsive to CEVC communications and requests for evaluative feedback.
- Establish a safe, sanitary, and adequately equipped working space for the student. (This may be remote if appropriate and approved by CEVC.)
- Monitor the weekly hours worked by the student and approve electronic biweekly timesheets, when necessary.
- Identify at least one proxy to provide supervision (and approve timesheets, if necessary) when the primary supervisor is out of the office.
- Inform CEVC of issues and/or concerns about student's performance or well-being if an initial intervention of verbal feedback did not result in improvement.

## *Episodic Group Service Opportunities Addendum*

Episodic group service opportunities (Dukes Making a Difference, The Big Event, Day of Service, etc.) offer students an opportunity to connect with Community Partners as a volunteer in a short-term capacity.

*In addition to the expectations on page 1-3:*

### **CEVC will:**

- Provide CEVC student leaders to serve as coordinators for each group.
- Provide volunteers to engage in direct service.
- Provide transportation to and from service sites.
- Provide pre-service education, team-building exercises and critical reflection.
- Promptly communicate any program changes or concerns to the Community Partner.

### **Community Partner will:**

- Provide a primary contact for planning and on-site coordination.
- Provide an in-depth orientation about your organization, the social issue(s) you aim to address, challenges faced, and the positive outcomes for community change.
- Adequately train volunteers to safely and effectively engage in all service activities.
- Engage a group of volunteers in direct service.
- Share ways for participants to remain involved with your organization or community events.
- Promptly communicate any program changes or concerns to CEVC.

# Community-Engaged Learning Addendum

CEVC supports community-engaged learning among JMU students, faculty and staff, and the Greater Harrisonburg community. [Community-Engaged Learning](#) (also called service-learning or community-based learning) is a “teaching and learning strategy that integrates meaningful service to the community with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.”

*In addition to the expectations outlined in the Community Partner Agreement above:*

## **CEVC will:**

- Assist Community Partners in updating and managing volunteer opportunities in CEVC’s online volunteer management platform.
- Solicit and maintain a list of courses at JMU that include a community component and notify Community Partners when a faculty member would like to include their volunteer opportunity as part of a community-engaged learning course.
- Lead an annual, virtual “Preparing to Partner” training in August that details Community-Engaged Learning expectations and instructions for the online management platform.
- Provide introductions between faculty members and Community Partners.
- Train CEVC student coordinators to support courses that include volunteer hour requirements.
- Teach students how to create a profile and respond to volunteer opportunities in the CEVC’s online volunteer management platform.
- In partnership with faculty, provide pre-service education (typically during the first 3 weeks of classes) and critical reflection (toward the middle or end of the semester) to students, as requested.
- Promptly communicate any program changes or concerns to the Community Partner and faculty member.

## **Community Partner will:**

- Identify and post opportunities for students to learn and contribute on CEVC’s online volunteer management platform.
- Attend or review a recording of CEVC’s annual “Preparing to Partner” training in August
- Provide a primary contact for communication and on-site coordination.
- Respond promptly to student requests to work with your organization through CEVC’s online volunteer management platform (within 3 business days: 72 hours).
- Let students know right away if they need a background check, TB test, or other requirements.
- Refer students to CEVC if they are unable to pay for background checks and need assistance
- Provide an in-depth orientation about your organization, the social issue(s) you aim to address, challenges faced, and the positive outcomes for community change.
- Adequately train volunteers to safely and effectively engage in all service activities.
- Sign students’ requests for hours (students are responsible for getting them to you in a timely manner).
- Share ways for participants to remain involved with your organization or community events.
- Promptly communicate any program changes or concerns to CEVC.