

Below is pulled from the Memorandum of Understanding between Thayne Center for Service & Learning at Salt Lake Community College and Community Partner Organizations (CPO.) The roles and responsibilities of each party are based on partnership status chosen by the Community Partner. The Community Partnership Agreement (CPA) may be terminated by either party (30) days via written notice.

For all levels of partnerships, SLCC Thayne Center for Service & Learning will:

- Help organizations match needs to student volunteers who can contribute to your cause(s).
- Attempt to fill organizational needs by promoting your organization, publicizing your volunteer requests, and recruiting and referring student volunteers to your agency.
- Conduct needs assessments using both formal and informal evaluations methods.
- Advocate the value and importance of the non-profit and volunteer sector to Salt Lake Community College students, faculty, staff, and community members at large.
- Maintain open and consistent channels of communication with your organization. The Community Partnership Coordinator is available throughout the year to field any questions, comments, or concerns you may have.

For all levels of partnership, your Organization will:

- Maintain open channels of communication with the Thayne Center by:
 1. Contacting the Thayne Center with new and ongoing opportunities to support your organization.
 2. Keeping this document current by revisiting once each year.
 3. Updating your profile in the SLCCsync/OrgSync database when addresses, e-mails, phone numbers, or staff contacts change.
- Provide SLCC volunteers a safe learning environment, including an orientation to inform volunteers of procedures and potential risks.
- Investigate and report to the Thayne Center any risk management concerns involving SLCC volunteers.
- Participate in ongoing needs assessments and evaluation programs, both formal and informal.
- Ensure that volunteer assignment(s) do not displace employed workers or impair existing contracts for services.
- Ensure that SLCC volunteers are kept in line of sight of a supervisor, or satisfactorily background checked to your agency standards.
- Fulfill requirements of Partnership Status chosen by your organization.

Volunteer Partnership	Capacity Building Partnership	Integrated Partnership
<i>Most partners at this status engage in 1-2 opportunities throughout year.</i>	<i>Most partners at this status engage in 3-5 opportunities throughout year.</i>	<i>Most partners at this status engage in 8-10 opportunities throughout year, including all advisory board meetings.</i>
<p>Opportunities:</p> <ul style="list-style-type: none"> • Full online database profile, including posting projects and access to public online community calendar • Partner’s opportunities shared on Thayne Center Blog, Facebook, Instagram and Twitter • Thayne Center will facilitate credit bearing internships and job opportunities being advertised with SLCC Career Services • Invitation to Community Partner Networking Events • Invitation to on-campus Community Engagement Fairs at the start of fall and spring semesters • Invitation to Community Partner workshops • Invitation to participate in quarterly Community Advisory Board (CAB) meetings • Eligible placement for Community Work-Study* employee(s) <i>with cost share</i> • Eligible placement for full-time staff Community Engagement Leave 	<p>Opportunities:</p> <ul style="list-style-type: none"> • All Volunteer Partnership opportunities • Recommended placement for a Civically Engaged Scholar Student Leader • Recommended placement to host AmeriCorps Student Leader** • Recommended for Alternative Breaks, SLCCserves, and other groups and events • Invitation to present at meetings and trainings for Civically Engaged Scholars, SLiCE, Alternative Break Groups, classes, and/or other targeted recruitment programs • Opportunities are highlighted in Thayne Center Newsletter • Physical flyers and on-campus advertising distributed by the Thayne Center • Recommended for an engaged department relationship • Facilitation of on-campus room reservations, and collaboration for campus events co-sponsored by the Thayne Center • On campus tabling, scheduled by the Thayne Center 	<p>Opportunities:</p> <ul style="list-style-type: none"> • All Volunteer Partnership opportunities • All Capacity Building Partnership opportunities • Invitation to Thayne Center Annual Celebration of Service & Learning • Facilitated meetings with faculty, departments, and groups when applicable and possible • Recommended placement for SLiCE Members • Eligible for the America Reads Program, by invitation • Serve on at least one Committee as requested • Community Partner Spotlight video produced by Thayne Center • Bi-annual partnership renewal
*requires additional Federal Work Study Contract		**requires additional Federal Qualified Site Contract
<p>Requirements</p> <ul style="list-style-type: none"> • 501(c)(3) organization, government entity, K-12 public school, benefit corporation, or approved on individual basis • Liability Insurance or volunteer waiver form vetted by Community Partner Organization legal counsel • Update contact information with Thayne Center once per year, and when changes to Community Partner Organization occur • Orientation with Thayne Center Partnerships (for new partners and staffing transitions) • Participate in one assessment per year designed to evaluate community impact • Report SLCC impact data at the end of every summer to the Thayne Center 		