



**SERVICE LEARNING PROGRAM - VOLUNTEER CONTRACT LETTER**

Dear Sir/Madam:

I am a student taking a \_\_\_\_\_ course at Cape Fear Community College. As part of the course, I am participating in the **Service Learning Program**. I have chosen your agency/organization in which to complete my required volunteer hours. The number of hours required for my class is \_\_\_\_\_.

Service Learning is an educational tool used to promote student learning through active participation in meaningful and planned service experiences in the community that are directly related to course content. The purpose is to enhance students' understanding of course content, critical thinking skills, sense of civic responsibility, self-awareness and commitment to the community.

If given the opportunity to volunteer at your agency/organization, I agree to all of the following:

- 1) I will provide you with a copy of my course syllabus so you can see the learning objectives for this course.
- 2) I will set a specific start date and a regular work schedule with you today.
- 3) I will show up on time on my scheduled days and if I cannot make it or I am going to be late, I will contact you in advance via phone or email.
- 4) I will abide by all agency/organizational rules and regulations, including the dress code and code of conduct.
- 5) If I decide to drop my class and/or stop volunteering at your agency/organization, I will contact you via phone or email prior to missing any scheduled work hours. I will also immediately inform **my instructor and Dianne Jones, SL Coordinator**.

Thank you for the opportunity to use your facility as a learning resource. I will work diligently for you and your clients.

Sincerely,

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name PRINTED

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Supervisor Name and Title

**This form is a volunteer contract and should be given to the Site Supervisor during the interview process. If your Site Supervisor changes or is not the original person with whom you interviewed, you should give another copy to your new supervisor (the person signing your tracking form & evaluation).**