

**Sample Letter to Community Based Organizations with Attachments
used in *Children and Families in Crisis* Course:**

Dear Community Partner in Service-Learning:

Over the years students in my classes have greatly benefited by spending time in the community. I am also aware, from your responses that the people you serve also have benefited by the students presence. I write this letter in the hope our partnership will be strengthened and the benefits for all involved will increase. Enclosed are materials that I hope will facilitate this strengthening.

Attachment One is a series of questions about your setting that will assist students in meeting your needs. I would like to keep this on file and update it annually. Attachment Two is a description of the service-learning assignment that will help you understand the nature of the work the students must complete. Attachment Three is a form that you will be asked to complete for each student that serves in your agency.

In addition, I would like to schedule time for you and me to discuss our partnership. Ideally, I can come to your location for at least a brief visit. If this is too difficult to arrange, perhaps a phone conversation in the near future is possible. If you would like to personally visit a class early in the coming semester to tell students about the service-learning opportunities you can provide, this can also be arranged.

In the next few weeks I will follow-up this letter with a phone call. Also, if better for you, please contact me at your convenience.

I look forward to our connection.

Sincerely,

ATTACHMENT ONE:

1. Describe the community organization mission and philosophy.
2. Strengths of the organization.
3. Needs/Challenges of the organization.
4. Strengths of the people who use the services at the agency.
5. Needs/challenges of the people who use the services at the agency.
6. How will regular check-ins between you and myself be beneficial? How often would you prefer these check-ins to occur?
7. What is the best method for us making ongoing contact?
8. How would you prefer we handle any problems that might occur as my students do service-learning at your location?
9. What preparation do my students need to best meet your needs?
10. What key aspects of orientation and training will be provided by your agency?
11. Who will provide on-going supervision at the site for students?
12. Additional information:

Information for students:

1. Site name, address, phone, email:
2. Contact person name, title, phone, email:
3. Supervisor(s) of service learners:
4. Service learner activities:
5. Special skills required or desirable:
6. Please list any prerequisites such as interviews, background checks, TB tests, fingerprinting, etc. If so, how are these administered? Who covers the cost?
7. Days and times service learners needed:
8. Orientation and training dates and times if required:
9. Maximum number of students accepted:
10. Directions to site.

ATTACHMENT TWO: See course assignment excerpt above.

ATTACHMENT THREE:

SITE SUPERVISOR STUDENT RESPONSIBILITIES EVALUATION

All students are expected to demonstrate the following qualities as they complete the service-learning assignment. Site supervisors will use this form to evaluate each student.

Student Name _____

Class _____

1. **Punctual and Responsible:** this student was reliable, trustworthy and contributed in a meaningful manner. If necessary they informed us when they would be late or unable to be here.

Unsatisfactory		Satisfactory		Excellent
1	2	3	4	5

2. **Sensitive Toward Others:** this student demonstrated respect toward all with whom they had contact and did not engage in any behavior which might be perceived as discriminating. They were courteous and kind to all. In addition, the privacy of all confidential information was respected.

Unsatisfactory		Satisfactory		Excellent
1	2	3	4	5

3. **High Quality Performance of Assigned Responsibilities:** the student completed tasks in a timely, enthusiastic, and cooperative manner.

Unsatisfactory		Satisfactory		Excellent
1	2	3	4	5

4. **Awareness of Agency Mission:** this student took an interest in the mission of the agency and its role in the community.

Unsatisfactory		Satisfactory		Excellent
1	2	3	4	5

5. **Benefit of Service:** the service performed by this student served both the mission of the agency and the purposes of learning for the course.

Unsatisfactory		Satisfactory		Excellent
1	2	3	4	5

6. Please explain ratings in the unsatisfactory area:

7. Please comment on specific student strengths and areas of improvement that may assist the instructor in evaluating the student.

Please return this form to the student with the appropriate contact information, or if necessary feel free to contact me directly:

Source: Richard D. Berrett, Ph.D., 278-5140, richardb@csufresno.edu