

# 2016 - 2017 Cub-level Memorandum of Understanding (MOU)

Congratulations and welcome to partnership with Weber State University and the Center for Community Engaged Learning.

This MOU is designed to ensure that both parties (your organization and WSU) enter a reciprocal relationship. This legally-binding contract also ensures the safety, well-being and positive experience of WSU volunteers.

Because you are a new partner or because you have elected to remain at this level, you are being offered a Cub-level (entry-level) MOU with Weber State University. If you would like to learn more about partnership tiers and how to advance your partnership with WSU, please review the information on our Tiered Partnerships webpage.

After this MOU is signed by an authorized organization representative, you will receive a welcome packet in the mail outlining the benefits available to you as a Cub-level WSU partner.

## Cub MOU

As this legally binding document will formalize your organization's partnership with the Center for Community Engaged Learning, please ensure that the appropriate authorized party signs this Memorandum of Understanding.

This Memorandum of Understanding (MOU) is a letter of agreement between the organization's name as listed below and the Weber State University's (WSU) Center for Community Engaged Learning (CCEL). [Required]  
Enter your organization name

The roles of each party are written below:

WSU Center for Community Engaged Learning will:

Advocate the value and importance of the volunteer sector on Weber State University's campuses.  
Attempt to fill partner volunteer needs by promoting, publicizing your volunteer requests, and recruiting and referring student volunteers to your agency by:

- a. Providing access to the CCEL's online calendars;
- b. Providing a limited posting in our online Community Partner Directory;
- c. Providing access to our bulletin board postings.

Provide information about block party, the Community Partner Appreciation Breakfast, and other pertinent CCEL and campus events.  
Provide partners with training modules on topics such as ethics, cultural competency and professionalism, for use as you desire in training your volunteers and provide certificates of completion to student volunteers if required by your organization.

Send partners a semesterly newsletter.  
Inform partners about the work-study process.  
Provide enrolled student volunteers with:

- a. Ongoing support and regular communication
- b. All students volunteering through the CCEL will be asked to agree to information on their rights and responsibilities as a volunteer and other important volunteer information via a consent form.

Maintain open communication.  
Create, distribute, and analyze a Community Partner Assessment yearly to gauge community impact and program success.

\_\_\_\_\_ will: [Required]  
Enter your organization name

Maintain communications with the Center for Community Engaged Learning by keeping this document current. [Required]

Valid input:  
- Select only one choice.

- I agree  
 I disagree

Maintain communications with the Center for Community Engaged Learning by notifying the CCEL of address, e-mail, phone, and contact person changes. [Required]

Valid input:  
- Select only one choice.

- I agree  
 I disagree

Maintain official 501 (c)3 non-profit or governmental organization status. [Required]

If the criteria above does not apply to your organization, please select "Not applicable" and an office representative will contact you for more information.

Valid input:

- Select only one choice.

- I agree
- I disagree
- Not applicable

Obtain and maintain Workers Compensation insurance for volunteers. [Required]

Proof of insurance must be available upon request. WSU student volunteers shall at no time throughout this MOU be considered officers, employees, agents or volunteers of the University while they are doing their service at your organization.

Valid input:

- Select only one choice.

- I agree
- I disagree

Participate in a formal site visit, if requested. [Required]

Valid input:

- Select only one choice.

- I agree
- I disagree

Ensure that the volunteer assignment(s) will not displace employed worker or impair existing contracts for services. [Required]

Valid input:

- Select only one choice.

- I agree
- I disagree

Ensure that student volunteers are kept in line of sight of a supervisor at all times unless they have been satisfactorily background checked to your agency's standards. [Required]

Hence, the CCEL is not responsible for any unacceptable or inappropriate behavior or performance of the student volunteer.

Valid input:

- Select only one choice.

- I agree
- I disagree

Acknowledge and agree that CCEL and WSU are not responsible for the behavior or performance of any student volunteer. [Required]

Partner specifically acknowledges and agrees that it will hold CCEL and WSU harmless and release CCEL and WSU from any and all liability, claims and expenses arising due to student volunteers' performance or behavior. Partner also agrees to hold CCEL and WSU harmless and indemnify CCEL and WSU for any error, act, or omission on the part of Partner, its employees and agents arising out of performance of this MOU.

Valid input:

- Select only one choice.

- I agree
- I disagree

Acknowledge and agree to be responsible for knowing, understanding and following all state and federal law applicable to this MOU and the placement and use of student volunteers. [Required]

Valid input:

- Select only one choice.

- I agree
- I disagree

Acknowledge that student education records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that if non-directory student education records are shared with Partner, Partner will be considered a "school official". [Required]

The term "school official" is in compliance with FERPA. Student education records will only be used for the purposes of carrying out this agreement and student permission must be obtained before releasing non-directory education records.

Valid input:

- Select only one choice.

- I agree
- I disagree

For further definition for each benefit or requirement, please visit our website.

Provide student volunteers with a safe learning environment and an orientation which informs student volunteers of potential risks. [Required]

Valid input:

- Select only one choice.

- I agree
- I disagree

Investigate and report to the CCEL any concerns involving student volunteers. [Required]

Valid input:

- Select only one choice.

I agree

I disagree

Complete the CCEL's Community Partner Assessment each year. [Required]

Valid input:

- Select only one choice.

I agree

I disagree

With regard to bulletin boards and calendars, agree to abide by postage rules. [Required]

Valid input:

- Select only one choice.

I agree

I disagree

Official Acceptance of MOU [Required]

I Agree to the Terms and Conditions as Described Above.

Valid input:

- Select only one choice.

I Agree

Please include YOUR contact information [Required]

The individual signing this form must be authorized by your agency to sign such an agreement.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Contact persons for the WSU CCEL are:

Jenny Frame, Community Partner Coordinator - jennyframe@weber.edu - 801-626-7737

Melissa Hall, CCEL Executive Director - melissahall4@weber.edu - 801-626-7737

3910 West Campus Dr. Dept 2113, Ogden, UT 84408

Primary Contact Information (if different than your contact information above)

Please provide the contact information of the primary contact at your organization for interested volunteers. This information will be that which is listed in the Community Partner Directory.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Position Title of Primary Contact (if applicable)

Secondary Contact Information (if applicable)

Please provide the contact information of the secondary contact at your organization for interested volunteers (if there is one). This information will also be listed in the Community Partner Directory.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

- First name:
- Middle initial:
- Last name:
- Email address:
- Phone number:
- Address:
- City:
- State:
- ZIP:

Position Title of Secondary Contact (if applicable)

Thank you for submitting your Cub MOU. Please note that your submission will show as "pending" in WeberSync even though we are working on it. As will begin working on your request the moment that we receive it. We will email you with notification regarding our review committee's decision. Thank you for your patience.

If you have any questions, comments, or concerns please contact our office at 801-626-7737 or via email at jennyframe@weber.edu.

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In an effort to better direct students to community partners we ask that you check all benchmark areas addressed by your organization that you would like to recruit volunteers for. Your answers will then be put into WeberSync for keyword searches [Required]

- ] Check all that apply
- ] Addiction
- ] Affordable housing
- ] Animals
- ] Crime/criminal justice
- ] Crisis response and assistance
- ] Cultural awareness
- ] Disabilities
- ] Disease
- ] Domestic violence
- ] Education
- ] Emergency response
- ] Environmental issues
- ] Family asset building
- ] Government
- ] Healthcare
- ] Homelessness
- ] Hunger
- ] Incarcerated adults
- ] Incarcerated youth
- ] International Issues
- ] Joblessness/unemployment
- ] Literacy
- ] Low-income assistance
- ] Mental health
- ] Parks and gardens
- ] Politics
- ] Poverty
- ] Refugee assistance
- ] Research
- ] Senior citizens
- ] Sustainability
- ] Visual and performing arts
- ] Voting
- ] Youth asset building

List any other keywords you think would be appropriate for your organization. Separate each word with a comma.

Students will also search by their college or major. Please mark from the list below those departments from which you would like to recruit student volunteers. [Required]

- Accounting
- Automotive Technology
- Botany
- Business Administration
- Chemistry
- Child & Family Studies
- Communications
- Computer Science
- Construction Management
- Criminal Justice
- Dental Hygiene
- Economics
- Emergency Care & Rescue
- Engineering
- English & Literature
- Foreign Languages
- Geography
- Geosciences
- Health Administration
- Health Promotion & Human Performance
- Health Sciences
- History
- Information Systems Technologies
- Interior Design
- Mathematics
- Microbiology
- Nursing
- Performing Arts (Dance, Music, Theatre)
- Physics
- Political Science & Philosophy
- Psychology
- Respiratory Therapy
- Sales & Merchandising
- Social Work & Gerontology
- Sociology & Anthropology
- Teacher Education
- Visual Art & Design
- Zoology