

Letter of Agreement

Effective Dates: [Start of current Fiscal year] to [End of current Fiscal year]

UCA reserves the right to terminate this letter of agreement for any reason and at any point within the effective dates and may be renewed annually upon mutual agreement.

Participants: University of Central Arkansas (UCA) and [Community Partner]

This relationship will be managed by UCA Commitment and UCA Service-Learning.

General Purpose

The purpose of this Letter of Agreement (LOA) is to establish a partnership between UCA and [Community Partner] related to sharing volunteer/service opportunities with the UCA student, faculty, and staff communities within the GivePulse platform and/or service-learning curriculum.

Roles and responsibilities outlined in this LOA include minimum expectations of both the partnering organization and UCA with regard to the UCA Commitment program, UCA's Service-Learning program, and the UCA students and faculty who participate in co-curricular volunteer opportunities and/or service-learning designated credit courses.

University Responsibilities managed by UCA Commitment & UCA Service-Learning:

UCA, through UCA Commitment and UCA Service-Learning, agrees to uphold the following responsibilities to ensure effective partnerships and a high-quality experience for both students and community partners.

1. Relationship Management & Liaison Roles

- UCA Commitment and UCA Service-Learning will establish, coordinate, and maintain mutually beneficial relationships between UCA and nonprofits and community organizations.
- UCA Commitment staff will act as a liaison between community partners and students outside of Service-Learning courses (in most cases).
- UCA Service-Learning will act as a liaison between UCA faculty leading service-learning courses, students enrolled in service-learning courses, and corresponding community partners.

2. Ongoing Communication & Collaboration

- UCA Commitment and UCA Service-Learning will communicate regularly through email, phone, or in-person meetings to support program development, share relevant updates, address concerns, and promote long-term success.

3. Training & Program Development

- UCA Commitment is the primary contact for GivePulse training and assistance.

- UCA Commitment and UCA Service-Learning will also participate in and/or host initiatives that advance the development of service-learning and volunteer programs.
- 4. Issue Resolution**
- UCA Commitment and UCA Service-Learning will work promptly to resolve any issues related to student placement, service-learning expectations, or partnership concerns, as identified by partners, UCA faculty and staff, or students.
 - If issues arise with any partner relationship, UCA Commitment and UCA Service-Learning will mutually inform one another.

Community Partner Responsibilities:

The community partner organization agrees to the following responsibilities to ensure student safety, program effectiveness, and mutual accountability:

- 1. Program Collaboration & Communication**
 - Participate in activities that promote the growth of service-learning and volunteerism (e.g., Fall Volunteer Fair).
 - Maintain open communication with the UCA Commitment and UCA Service-Learning offices, including at least one annual meeting to discuss programs, projects, and improvements.
 - Notify UCA Commitment and UCA Service-Learning promptly of changes in staffing, services, or any issues affecting service opportunities or student involvement.
- 2. Student Supervision & Support**
 - Assign a qualified supervisor to guide and support students in their service.
 - Provide appropriate orientation, training, and ongoing supervision tailored to the student's responsibilities.
- 3. Safe & Suitable Environment**
 - Ensure a safe and suitable workspace, including access to necessary resources.
 - Inform students of any known safety risks and communicate emergency procedures.
 - Comply with [UCA Board Policy No. 502](#) on nondiscrimination.
- 4. Restricted Student Assignments**
 - Students will not be asked to transport clients, work alone with minors, or enter private homes without a staff member from the organization present.
- 5. Legal & Procedural Requirements**
 - Inform UCA Commitment and UCA Service-Learning in advance of any requirements such as background checks or drug testing, including any associated costs or documentation.
- 6. Student Discipline**

- Community partners retain the right to remove students who fail to follow organizational rules and expectations, but agree to notify UCA Commitment and UCA Service-Learning in such cases.

7. Feedback

- Share suggestions with UCA Commitment and UCA Service-Learning to improve partnerships and support student development.

Remuneration

No money will be exchanged for any services outlined in this agreement.

[UCA Board Policy No. 416](#)

Attached to this Letter of Agreement and made a part hereof as if set out word for word is the [UCA Contract Rider](#) pursuant to Policy No. 416 of the UCA Board of Trustees.