



Office of Community Service

Letter of Understanding

The purpose of this Letter of Understanding is to set forth the provisions under which Tougaloo College (TC) students will perform community service at your organization.

Organization Name: _____

Director of Org. : _____ Title: _____

Physical Address: _____

Street

City

State

Zip Code

Mailing Address (*if different from above*): _____

P.O. Box

City

State

Zip Code

Org. Phone #: _____ Fax: _____

Point-of-Contact: _____ Title: _____

Web Address: _____

1. The Tougaloo College point-of-contact is the director for Community Service. These persons will be responsible for overseeing the student's projects and resolving any problems that may arise. Your organization will assign a qualified person to mentor the student while performing the community service.
2. Each student assigned by Tougaloo College should be given a written job description and list of instructions that includes specific job duties and responsibilities. They should not be expected to perform assignments not specified.
3. Any Tougaloo College student who desires to perform community service for your organization may do so at any time. However, if the student intends to use the hours towards their graduation requirements, they must have prior approval before performing the service in order for it to be valid towards their 60 hour requirement.

4. There should be no exchange of funds between TC and your organization with regard to the placement of a student. Your organization will furnish all equipment and supplies required for the project.
5. Students performing community service projects have liability insurance coverage under the State's Risk Management Plan for simple, negligent acts arising out of their assigned duties and responsibilities. This coverage does not extend to illegal or willful acts. Nor does this insurance coverage extend to the operation of your organization's vehicles. The Owens Health and Wellness Center at TC will provide a Certificate of Insurance upon request (601) 977-1094.
6. Any medical expenses associated with the community service will be funded by the student. In the event of an illness/injury that occurs on-site, it will be appreciated if your organization provides first-aid treatment as appropriate.
7. All community service documentation must be turned into the Office of Community Service in an agency envelope ***NO LATER THAN 30 DAYS*** after completion of service.

Tougaloo College would like to express our appreciation to your organization for this partnership to provide a community service site for our students. Because of your cooperation, students will be able to exercise principles and practices learned in the classroom. We hope that this will be a mutually worthwhile collaboration.

I have read this form and agree to the items listed above.

Signature
Director for Community Service

Date

Signature
Organization Point of Contact

Date

Phone

Phone

Email

Email