



EVERGREEN VALLEY COLLEGE  
CENTER FOR SERVICE-LEARNING & PUBLIC SERVICE

**STUDENT-INITIATED AGENCY APPLICATION**

Any student who wishes to complete his/her Service-Learning placement at an agency not included on the EVC Center for Service-Learning & Public Service list of approved sites must 1) obtain the instructor's permission, 2) have the agency supervisor complete this form, 3) obtain final **approval from the Service-Learning Coordinator** prior to beginning the placement.

**STUDENT INFORMATION**

Name	_____	Student ID #	_____
Address	_____		
	_____	Semester/Year	_____
City	_____	Course Name	_____
State	_____	& Number	_____
Zip	_____	REG ID #	_____
Phone	_____	Day/Time	_____
Email	_____	Instructor	_____

Dear Agency Supervisor,

The student named above is requesting permission to complete his/her Service-Learning placement at your agency. In order to maintain the highest possible education experience and safety for our students, **we kindly request that you review the following information about Service-Learning to ensure that this placement is appropriate.**

Service-Learning is a teaching and learning method that connects meaningful community service with academic learning through guided reflection.

The goals of Service-Learning are:

- to enhance classroom learning (i.e., to connect theory with real world applications)
- to provide direct service that benefits the community
- to promote civic and social responsibility

**IN ORDER FOR THIS PLACEMENT TO BE APPROVED, YOU MUST BE ABLE TO CHECK "✓" ALL THE FOLLOWING STATEMENTS**

- \_\_\_ This student is not an employee of my agency/organization
- \_\_\_ The service the student provides will directly benefit the community
- \_\_\_ This experience will help the student better understand the needs of our community and how he/she can help make a difference
- \_\_\_ The service the student provides will contribute to his/her personal and professional development (i.e., the service will be meaningful and challenging)
- \_\_\_ My agency will provide a safe working environment, orientation, and on-going support to the student
- \_\_\_ I have reviewed the information provided in this form and am confident that the service experience our agency will provide this student is in line with the goals of Service-Learning

**PLEASE ATTACH A BUSINESS CARD AND/OR BROCHURE FROM YOUR AGENCY**

Agency Supervisor Signature	_____	Date	_____
Instructor Signature	_____	Date	_____
Service-Learning Coordinator	_____	Date	_____