

Public Service Instructions

The Community Partners Directory listing approved agencies is available online at:

https://www.evc.edu/sites/default/files/2023-10/Community%20Partners%20Directory_Fall%202023_1.pdf

If you (student) would like to enroll in Service-Learning, the forms can be picked up from our office at A4-224, or downloaded from the links below. Below are the instructions for the 6 Service-Learning Forms. Some are due before you start your service, and some are due at the end of your service.

Completed forms can be submitted via e-mail to Tiffany O'Brien at tiffany.o'brien@evc.edu, or dropped off at the Center for Service-Learning & Public Service office located at A4-224 (Acacia building, upstairs). The Center is open Monday – Thursday 9 AM – 2 PM.

1. **Enrollment Form** – Due before starting service.
 - Complete and send/drop off the signed form back to Tiffany O'Brien before starting service.
 - This form is also online at https://www.evc.edu/sites/default/files/2023-01/Enrollment%20Form_SL_Writable_Aug31_2020.pdf
2. **Waiver of Liability** – Due before starting service.
 - Complete and send signed form back to Tiffany O'Brien before starting service.
 - This form is also online at https://www.evc.edu/sites/default/files/2022-09/Signed_Student%20Activity%20Waiver%20of%20Liability.pdf
3. **Service Agreement** – Due before starting service.
 - This form is kind of like contract between you and the agency.
 - Select an agency from the Community Partner Directory and contact the agency for volunteer availability and schedule.
 - Complete the Student Information section, and have the agency's volunteer coordinator/supervisor fill out the Community Partner section at the bottom of the form when you're there for the first time.
 - Send/drop off the completed form back to Tiffany O'Brien before you start your service.
 - This form is also online at https://www.evc.edu/sites/default/files/2022-06/Service-Agreement-Form_SL_Writable_Sep9_2020.pdf
4. **Service Log** – Due at the end of service.
 - Keep this form to log your volunteer hours.
 - At the end of your service, have the agency's volunteer supervisor/coordinator sign the form to confirm the service hours.
 - Send/drop off the completed form (with signatures) back to Tiffany O'Brien.
 - This form is also online at https://www.evc.edu/sites/default/files/2022-06/ServiceLog_SL_Writable_Sep2020.pdf

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5. **Student Evaluation** – Due at the end of service.
 - Fill out this form at the end of your volunteer service, to let us know your experience.
 - Send/drop off completed form back to Tiffany O'Brien.
 - This form is also online at https://www.evc.edu/sites/default/files/2022-06/Student-Evaluation_PS_Writable_Aug31_2020.pdf
6. **Supervisor Evaluation** – Due at the end of service.
 - If a supervisor is available, please have them fill this form out to evaluate your service.
 - Send/drop off completed form back to Tiffany O'Brien.
 - This form is also online at https://www.evc.edu/sites/default/files/2022-06/Supervisor-Evaluation-of-Student_SL_Writable_Sep2020.pdf

IMPORTANT: the following services/agencies will not be accepted

- Services cannot involve any driving
- Services cannot be performed at a client's home
- The agency cannot be a religious organization
- Services cannot support/endorse a political campaign or figure
- Services at agencies NOT on the Community Partner Directory for Spring 2023 will not be accepted without **prior** approval by your instructor and Service-Learning Program Coordinator. Contact Tiffany O'Brien at tiffany.o'brien@evc.edu or (408) 223-6715 for questions.