Service Learning Center

Service Learning Volunteer Rules and Protocols Form

In order to be recognized as a student engaged in service learning at Gateway Technical College, you must complete this form. Turn in this original form to your instructor and copy form and turn into Service Learning Specialist at the beginning of the semester.

THINGS TO CONSIDER WHEN PARTICIPATING IN SERVICE LEARNING
1. Research the causes or issues important to you, then choose a cause that you are passionate about.
2. Consider the skills you have to offer, and find an opportunity that matches your interests and schedule.

RESPECT VOLUNTEER ETIQUETTE and PROTOCOLS
1. Be professional at all times.
2. Take responsibility to contact the agency where you would like to volunteer.
3. Provide a resume to the agency to showcase your skills, including your contact information.
4. Follow up promptly with the nonprofit after you have referred yourself to an opportunity.
5. Cooperate promptly with all agency background checks.
6. Honor your volunteer commitments.
7. Thank the agency for training or professional development you receive while volunteering.
8. Maintain all confidentialities.
9. Treat all people with consideration, respect and dignity.
10. Provide for the general welfare, health and safety of all.
11. Dress, act, and speak in an appropriate manner at all times.
12. Follow the established rules and guidelines of agency.
13. Report any emergencies to the appropriate authorities.
14. Abstain from the consumption or use of all alcohol, tobacco products and illegal substances.
15. Do not engage in any inappropriate contact or relationship with staff, clients, volunteers or participants.
17. When in doubt, ask questions of your volunteer supervisor.
18. Enjoy the experience.
19. Journal your thoughts, feelings and impressions regarding the volunteer experience.
20. Document your hours on the Student Documentation Log with appropriate signatures.

I agree to respect and honor the volunteer rules and protocols listed above.

Student Name (Please Print) ________________________________________________________

Student Signature/Date  ___________________________________________________________
Service Learning Intellectual Objectives Agreement Form

In order to be recognized as a student engaged in service learning at Gateway technical college, you must complete this form. Turn in this original document to your instructor at the beginning of the semester.

Student Name: ____________________________________________________________

Faculty Name: ____________________________________________________________

Course # and Section #: ____________________________________________________

Agency Name: ____________________________________________________________

SERVICE LEARNING AGREEMENT

In recognition of the fact that service without learning is not service learning, this agreement documents the academic intent of the service learner and informed the site supervisor of the academic goals of the service placement. Each service learner will develop a learning plan that includes learning objectives.

Please define three learning objectives for the service learning project. These objectives must meet with the approval of your academic instructor and the agency/organization supervisor.

Description of project/service:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Defined learning objectives:

1. Knowledge, skills, and abilities

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Personal Development

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Civic Awareness

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student signature/date: ____________________________________________________

Faculty signature/date: ____________________________________________________
Service Learning Student Documentation Log*  In order to be recognized as a student engaged in service learning at Gateway Technical College, you must complete this form. Turn in this original form to your instructor at the *END of the semester.

*Please complete one (1) form for each class where you engage in service-learning.

Student information:

Student name ________________________________

Dates of Service ________________________________

Instructor ________________________________

Community Partner (s) Information:

Agency name ________________________________

Agency Telephone ________________________________

Agency Supervisor ________________________________
SERVICE LEARNING STUDENT DOCUMENTATION
LOG (continued)

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Total Hours

Student Signature/Date

Faculty Signature/Date
**Liability Waiver Form – Adult Student (18 yrs/Older)**

In order to be recognized as a student engaged in service learning at Gateway Technical College, you must complete this form. If you are under 18, you must complete both an Adult Waiver and a Minor Waiver. **Turn in this original form to your instructor at the beginning of the semester.**

**Student Name**

**Student ID#**

**Instructor Name**

**STUDENT RELEASE STATEMENT**

The undersigned, being over the age of 18 years, hereby acknowledges that there are risks of physical harm and injury inherent in service activities including, but not limited to, working with people, participating in sports and recreation activities, cleaning and maintenance projects, preparing and serving food, other service activities, and in transportation to and from service work sites. In consideration of Gateway Technical College allowing me to participate in the service-learning program, I hereby assume all risks associated with the service program and/or activity and with the travel related thereto. I assume full and complete responsibility for any injury or accident that may occur to me or the vehicle in which I am driving or riding in connection with the service program and/or activity. I knowingly and intentionally hereby release and waive any and all claims, of whatsoever kind or nature that I may have against Gateway Technical College, its board of trustees, employees, agents and representatives, resulting, in whole or in part, from participation in the service program and/or activity. This release and waiver shall be binding on my heirs, administrators, and assigns. I specifically acknowledge that in performing these activities, I am doing so in the status of a service/volunteer for the community agency, and not a service/volunteer, employee or agent of Gateway Technical College. I acknowledge that workers compensation benefits are not extended to me in my capacity as a service/volunteer and hold Gateway Technical College harmless from any of my negligent acts.

**Student Signature/Date**

**Print Name**