

Messiah College Community Partner Memo of Understanding

Service Day 2011

Purpose:

Messiah College

The Messiah College Local Community Service Program is committed to working in partnerships with local community agencies to address real local needs. We are committed to Messiah's mission "to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society." We recognize that providing service partnerships within the community enhances the educational experience of our students as well as meets community needs.

Community Partner Name: _____

Mission Statement: _____

Responsibilities: To help insure the interests and promote the benefits of this arrangement for all parties involved, Messiah College has developed this memorandum of understanding to describe the mutual responsibilities between the College and your organization, hereafter named as community partner.

A. Responsibilities of the College

1. Encourage the students' productive contribution to the overall mission of the community partner;
2. Designate the Interim Coordinator of Local Community Service as professional contact person for the community partner;
3. Designate the Interim Coordinator of Local Community Service and Local Community Service Work-Study students and team leaders as coordinators and contacts for the event;
4. Maintain communication with the community partner;
5. Clarify Messiah College policies and procedures, including the Community Covenant;
6. Provide general liability insurance covering student participants within limits approved by Messiah College;
7. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the college and the community partner;
8. Facilitate transportation to and from the community site.

B. Responsibilities of the Community Partner

1. Provide an experienced, adult on-site supervisor who will be responsible for the safety and supervision of students;
2. Provide adequate orientation and site specific training;
3. Make available safe and appropriate equipment, supplies, and space necessary for the students to perform their duties;
4. Assign duties that are appropriate, progressive and challenging;
5. Provide safe working facilities and conditions which comply with local, state, and federal law;
6. Notify the Interim Coordinator of Local Community Service of any changes in the program status or schedule;
7. Communicate community partner policies and standards to the students and to the Interim Coordinator of Local Community Service;
8. Communicate as necessary regarding student performance, concerns and successes with the Interim Coordinator of Local Community Service.

Indemnity: Community Partner shall indemnify, defend, and hold Messiah College, its students, employees, trustees, agents, and volunteers, harmless from all claims, liabilities, damages, or judgments which result from Community Partner's failure to perform any of its responsibilities under this Agreement.

Terms of Agreement: The length of the agreement will be one day for *Service Day* activities for students of Messiah College held on April 14, 2011 (rain date: April 21, 2011). This agreement must be re-evaluated in the event of staffing changes in either party.

Duration of Agreement: This memorandum of understanding shall be in effect for the day of April 14, 2011 or, in the event of rescheduling to the rain date, April 21st, 2011.

Any questions regarding this memorandum should be referred to Sarah Gehman, Service Day Coordinator, Messiah College Box 3027, Grantham, PA 17027, 717.796.1800, ext. 7255. Fax: 717.796.5221. serviceday@messiah.edu.

Community Partner Representative: _____ Date: _____

Position: _____

Messiah College Representative: Sarah Gehman _____ Date: _____

Position: Service Day Coordinator _____