

Letter Of Agreement

For Placement Of TCC Volunteers

Dear Agency Supervisor:

On behalf of Tidewater Community College, thank you for entering into a partnership with us to provide a civic engagement opportunity for our students, faculty, and staff. By accepting and supervising our volunteers, you are promoting civic responsibility in our shared community.

As an agency supervising TCC volunteers, you agree to provide the Civic Engagement Office with this information, if requested:

- Current proof of not-for-profit status
- Current proof of liability to cover volunteers serving at your agency
- Copy of state license if you are a childcare or elder care provider

You agree that while fulfilling their duties, TCC volunteers will not

- Be left unsupervised with minors
- Transport any persons
- Meet in private residences without an agency representative present
- Be subjected to or asked to engage in any religious, political, or fundraising activities

You agree to ensure that volunteers are provided with

- An orientation prior to beginning their service
- Training and supervision with regard to agency policies and procedures, including health and safety information
- A clear description of the skills and assigned work, including expectations, responsibilities and requirements
- A safe and appropriate working environment

The Civic Engagement Office agrees to provide

- Consultation for identifying appropriate tasks for volunteers
- Orientation for agency supervisors regarding volunteer capabilities
- Follow-up and support regarding volunteer issues, if requested
- Tutor training for all volunteers who will be helping with any form of tutoring

A signature below also permits agency information including contact persons and numbers to be listed on the college's Civic Engagement web site and in the volunteer manual. If you wish to become a partner with Tidewater Community College and agree to the listed provisions, please complete the agency information below, sign, and return to:

**Cynthia Horen, Service-Learning Coordinator,
Tidewater Community College, 7000 College Drive, Portsmouth, Virginia 23703 (fax 822-2239)
Thank you!**

Agency Name _____

Agency Address _____

Agency Representative _____ Phone _____

Email _____ FAX # _____