



# Community Benefits Agreement for Serve in Place Fund application

## Purpose of this agreement

This agreement is intended to provide a clear touchstone for what success looks like between Cornell students and their community partner(s). Elements include not only what they will *do* together, but how they want to *be* together and how they will *know* if they are living into the mutually agreed upon goals of their partnership. The form should be completed by the student and community partner together.

## Student and partner responsibilities

### **Cornell students have the responsibility to their host community partner and host communities to:**

- Treat all people with dignity and respect, and abide by the Cornell University student code of conduct at all times
- Adhere to organizational and project expectations
- Use the partner goals as a foundation for their project goals
- Consider feedback offered by supervisor
- Serve scheduled hours as agreed upon with the community partner
- Provide project deliverables as agreed upon below
- Contact their supervisor in advance if they are unable to complete scheduled duties for any reason
- Notify their supervisor immediately if they encounter any problems in the fulfillment of their duties

### **Community partners have a responsibility to provide students with:**

- Time and space for the student to critically reflect on learning goals
- An in-depth orientation to the organization including: sharing vision, mission and values; tour of the organization, including introducing student to other relevant staff; work rules and office policies and procedures, including remote working expectations, if applicable; and position description and expectations
- Ongoing feedback, direction and support, as well as supporting the student in challenging their assumptions. Consider preparing a formal, written performance evaluation at the mid-point and at the end of the project
- A clear description of the assigned project, including what success looks like
- A safe working environment, including one free from harassment
- A healthy way to disengage from the project: consider celebrating their time with the partner organization at a staff meeting; coach them to gather contacts of co-workers; suggest that they create a portfolio of accomplishments; stay in touch through LinkedIn

Questions: Email [engagedleadership@cornell.edu](mailto:engagedleadership@cornell.edu)

# Community Benefits Agreement Form

## Student information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Best way to contact? \_\_\_\_\_

## Project information

Community partner: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Normal hours on site: \_\_\_\_\_

Check-in days: \_\_\_\_\_

Important dates: \_\_\_\_\_

Transportation to site: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

OK to text? \_\_\_\_\_

Virtual meeting expectations (internet, Zoom, etc. expectations: \_\_\_\_\_)

Vacation time details: \_\_\_\_\_

In general, who should you contact if you have questions, or in the absence of your supervisor? (Name and contact info)

What are the goals for your position? By the end of the summer, how will you know when looking back that you have been successful? S-M-A-R-T (Specific, Measurable, Attainable, Relevant and Time Specific) goals are best!

Note initial questions here after reviewing the project timeline together.

List three learning goals for the student during this experience:

What training will the community partner provide to support the student in meeting these goals? Include meetings with key staff people, stakeholders or collaborators for any major duties or projects, etc.

What are some potential projects that the student can highlight at a closing presentation to their work group?

Suggestions from community partner: events for student to attend (outside of work)/books to read to get the most from the engagement experience?

We have confirmed and agree on the above details.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community partner signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please save this completed form to review at the close of your project.*