

SOURCE-CBO Partnership Agreement

Mutual Expectations of Partners

SOURCE (Student Outreach Resource Center, the community engagement and service-learning center for the Johns Hopkins University Schools of Public Health, Nursing, and Medicine) aspires to maintain a productive relationship with its community partners. In order to succeed, these relationships must be reciprocal. Listed below are expectations regarding partnerships between SOURCE and community-based organizations (CBOs). The partnership between SOURCE and a CBO may dissolve if either party does not meet these expectations.

These expectations have been developed and approved by the SOURCE Community Council and by the SOURCE Governing Board.

SOURCE is expected to:

- ◆ Advertise and recruit volunteers to serve partnering CBOs. While SOURCE is unable to guarantee volunteers, SOURCE will make every effort to publicize CBO needs.
- ◆ Serve as an advisor on logistical, risk management, and troubleshooting issues.
- ◆ Be familiar with both the purpose and programs of all partnering CBOs.
- ◆ Promote civic engagement opportunities on campus and in the community.
- ◆ Provide information about our Johns Hopkins University health professional schools, students, academic calendars, and special programs.
- ◆ Strive to continually improve services by evaluating their effectiveness and appropriateness, and by involving all stakeholders in the process.
- ◆ Inform CBOs of any feedback received from students and faculty who have worked with them.
- ◆ Serve as a coordinator between faculty, students, and CBOs to supplement and facilitate service-learning.
- ◆ Keep records of service-learning agreements, project goals, and completed activities.
- ◆ Offer consultations to CBOs who are interested in increasing their knowledge of service-learning and strengthening their partnership with the Johns Hopkins University Schools of Public Health, Nursing, and Medicine.

Community-Based Organizations are expected to:

- ◆ Orient students to the CBO's mission and goals.
- ◆ Outline expectations about the student's duties so they can better understand their role.
- ◆ Provide work that is both meaningful and challenging to the student, and is related to their coursework and skills.
- ◆ Provide appropriate training, supervision, feedback, and resources necessary for student success in this service opportunity.
- ◆ Agree on expected deliverables and duties, and document the agreement with the student.
- ◆ Ensure a safe work environment as well as reasonable hours for the student to perform agreed upon tasks.

Community-Based Organizations expectations continued

- ◆ Support an organizational commitment to involving students in the CBO.
- ◆ Be aware of and respect that a student agreed to a specific assignment, and may not be open to other volunteer duties.
- ◆ Update any changes in the CBO's volunteer coordinator, main contact person, address, phone number, or other pertinent information related to the involvement opportunities available through SOURCE.
- ◆ Notify SOURCE when any student, faculty, or staff from the Johns Hopkins University Schools of Public Health, Nursing, and Medicine collaborates with the CBO.
- ◆ Promptly inform SOURCE of any serious infractions of agreement by a student.

Students are expected to:

- ◆ Agree on expected deliverables and duties, and document the agreement with the CBO.
- ◆ Meet the time and task agreements set with the CBO, and provide adequate notice of absence if needed.
- ◆ Be prompt, willing, respectful, and positive in interactions with the CBO.
- ◆ Provide feedback about their experience and its relevance to their field of study through SOURCE's online feedback and reflection form.
- ◆ Be open to learning about cultures and lifestyles that are different from their own.
- ◆ Speak with their CBO supervisor if uncomfortable or uncertain about their responsibilities.
- ◆ Speak with SOURCE staff if they are displeased with their service experience or would like mediation.
- ◆ Adhere to the CBO's rules and procedures, including but not limited to the confidentiality of the clients served.
- ◆ Know that they are not able to provide clinical care without the direct supervision of a faculty member from their respective Johns Hopkins University school. For example, a medical student must be supervised by a faculty member from the Johns Hopkins University School of Medicine.
- ◆ Accept supervision as well as feedback that will enhance their service-learning experience.

I have read and agree to the Mutual Expectations laid out by SOURCE for becoming a partnering community-based organization (CBO) within SOURCE's network.

Printed name of leadership contact

Signature

Date

Printed name of volunteer contact
(if different from leadership contact)

Signature

Date