

Helpful Tips on filling out your Site Agreement and Member Development Plan

Fill out the top part of Site Agreement and make sure to fill in your Site's mailing address.

Direct Service Description Section

In the "Direct Service" section, work with your Site Supervisor(s) to describe clearly the service you will provide. **Your service must be serving your local community and not the campus/university community.** Keep the description succinct and start with an action word. For example,

- "mentoring middle school students in math and science"
- "planning and coordinating volunteer trips for college students including for Martin Luther King Day and the National Day of Service"
- "restoring vegetation along the Skagit River"
- "coaching Special Olympians in the Bellingham Public Schools"
- "building houses with Habitat for Humanity"
- "counseling mental health patients at St. Joseph's Hospital", etc.

NOTE1: If you feel it is needed because your service is hard to describe, you can attach a position description to the site agreement and write across the service description "see attached".

NOTE 2: The service you describe in this section is the only service you can write your time log for this site and get credit toward your direct service hours. For example, if your site agreement says you will be "tutoring high school students in math" but your time log description is the hours spent "building houses for Habitat in New Orleans on your alternate Spring Break", the hours in New Orleans would not count unless your site agreement states you were going to build houses in New Orleans and that was the mission of your site. You can still get credit for building houses but you would need a new site agreement signed by the Alternate Spring Break coordinator and you would need a time log signed and dated by the coordinator detailing all the hours you spent building houses.

Member Development Plan Goals

In the "Member Development Plan" section, work with your Site Supervisor(s) in helping you come up with worthwhile service-oriented, and/or future service/professional goals. You can spend up to 20% of your required service hours pursuing your membership development goals.

Questions to consider for service-related goals:

1. What goals will best meet the needs of your service site?
2. What goals are reasonable within the allotted time of your term?

Example of a service-related goal:

- To try to encourage at least one student a week, at my special education site, to pick up a book and read for no other reason than to have fun.
- To read a book about working with adults who are physically challenged so as to enhance my coaching ability when working with Special Olympians.

- To attend a workshop at a Service Learning Conference that reviews effective reflection activities for members performing service.
- To take a class in Spanish so as to improve my Spanish speaking skills that will benefit my service in the Hispanic community.
- To take a CPR/First Aid class with the American Red Cross so as to be better skilled at responding to emergencies in my community.
- To attend one presentation a month at the community volunteer center that highlights best practices for recruiting and retaining volunteers for community projects.
- To attend 5 training sessions sponsored by the local Women’s Shelter on working with women who’ve been abused

Questions to consider about future service/professional goals:

1. How can you integrate your service into your current plan of study?
2. Can this opportunity provide incentives to seek further education in your field of interest, such as attending conferences, seminars, and technical training?
3. How can your service experiences relate to a possible career?

Example of a professional goal:

- To attend one education-based workshops, meeting, or conference a month that broaden my knowledge of issues in the public school system.
- To take a class on counseling middle school students to improve my skills mentoring youth at the Boys and Girls Club and to help me in my future goal of being a middle school guidance counselor.
- To study for my LSAT so I can pass the exam for law school and continue my service with immigrants as a lawyer in the future.

NOTE1: While the Membership Development Plan has room for 3 goals, if you feel you have more than 3 goals please feel free to write more on the back of the page or attach a sheet to the site agreement.

NOTE2: The goals you write on your Membership Development Plan are the only membership development hours you will get credit for on your time logs.

Please sign and date by the Member Signature.

Shaded Section to be filled out by your Site Supervisor

The shaded section is to be filled out by your Site Supervisor(s). You are required to have at least one site supervisor but you have the option of having two site supervisors. You can have two site supervisors who can sign off on your hours and do an evaluation so that if one is busy you can have another sign (for example the director of the non-profit and the volunteer coordinator of the non-profit can sign off on your hours).

It is also **required** that your site supervisor(s) answer the three questions:

- whether the member will be working with a vulnerable population (if so, they need to verify that they read, reviewed, and accept the results of your criminal record by filling out a criminal record check verification form)?
- whether they have liability insurance while you serve?

- and whether you will be provided any training while serving. If you will be provided training, your site supervisor will need to briefly describe the training?

An application for enrollment in the SIS program is **“not complete”** until these three questions are answered by your site supervisor(s).

Finally, your site supervisor(s) has(ve) to sign and date the Site Agreement.

This form must be “completely” filled out, signed and dated by you and your site supervisor(s) in order for your enrollment to be complete.