DO thoroughly review the Learning Agreement form 400 to understand the roles and responsibilities of all parties.

DO ensure that service learners comply with any legal requirements for background checks.

DO assign a supervisor for service learners at your site.

DO orient all service learners to your organization and its policies, procedures, clientele profile, and emergency procedures. This will ensure that service learners act in safe, positive, and productive ways during their placements.

DO require that service learners complete a sign-in/out sheet each time they serve, so that you are aware of who is at your organization at all times.

DO communicate with university representatives if your organization is experiencing a difficult time with a service learner.

DO ensure that you have contact information for a representative at the university, in case problems arise, or accidents happen.

DO ensure that you have emergency contact information for service learners.

DO ask for a copy of the syllabus that a faculty member gives to the service learners.

DO review and sign each student’s Learning Agreement form 400 to ensure that you can help the students meet their service learning objectives.

DON’T share the results of any background check with university representatives.

DON’T assume that any final products produced by students are the sole property of the community-based organization. The final products are the property of the student, but more often than not, the student can grant rights to use the product to the community-based organization.

DON’T request that service learners do tasks that are beyond their capabilities as volunteers, or beyond their scope of work, as outlined in the Learning Agreement form 400.