



Community Outreach Federal Work Study
Statement of Understanding

The purpose of the Federal Work-Study Program Statement of Understanding is to summarize the terms on which Martin Serves will work with the Community Partner and the terms of understanding in which the Community Partner will work with Martin Serves.

Martin Serves agrees to:

- Recruit and place Martin Methodist students with the Community Partner, as students are available,
- Provide basic orientation to students about the Community Outreach Federal Work-Study Program and its guidelines,
- Hold mandatory meetings with reflection opportunities, and
- Support the Community Partner Site Supervisor(s) regarding the responsibilities of the Federal work-study student(s).

Community Partner agrees to:

- Provide orientation or training to educate the Federal Work-Study Student of the organization’s policies and procedures,
- Provide meaningful service opportunities for the Student(s) that benefit the community,
- Provide an opportunity for the Student(s) to successfully complete the assigned seven hours of service,
- Provide a Site Supervisor to assist the Student(s) on site,
- Initial Student timesheets at the end of each week,
- Complete an evaluation at the end of each semester, and
- Contact the Martin Serves Service Coordinator immediately about any problems or work-related accidents.

Please contact the Martin Serves Coordinator immediately if a work-study student must be dismissed for a concern or infraction. The termination process will be conducted in accordance to Martin Serves policies and procedures (please see the Student Procedures form for details regarding disciplinary procedures).

The Community Partner and Martin Serves personnel hereby acknowledge by their signatures that they have read, understood, and agree to the terms in this document.

Community Partner Site Supervisor Signature

Date

Printed Name of Site Supervisor

Title

Federal Work-Study Supervisor Signature

Date

Brandi Belcher, Martin Serves Coordinator