

**CAMPUS-COMMUNITY PARTNERSHIP AGREEMENT**  
**between**  
**The Administrators of the University of New Haven,**  
**through its Center for Experiential Education (Academic Service-Learning Division)**  
**and**

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This Campus-Community Partnership Agreement (this “Agreement”) is made by and between University of New Haven, through its Center for Experiential Education (“University of New Haven”) and \_\_\_\_\_, a 501©3 corporation.

**RECITALS**

**WHEREAS**, University of New Haven desires to provide its undergraduate students with opportunities designed to promote the education of University of New Haven students through off campus experiences, including service-learning, internships and volunteering (“Program”).

**WHEREAS**, the Site recognizes the contribution of experiential education programs to the community. Site is capable of meeting the obligations herein and wishes to participate in the Program.

**NOW, THEREFORE**, The parties hereby agree as follows:

**TERMS AND CONDITIONS**

**1. University of New Haven agrees to:**

- a) Use its best efforts to present only those students in good standing at University of New Haven who are academically prepared to meet the objectives of the Program;
- b) Designate a University of New Haven representative who shall coordinate the educational objectives of the Program with the Site's representative;
- c) Advise students of the objectives of the Program, the nature of the service and what activities are approved for student participation;
- d) Require all students to attend a Program specific orientation prior to beginning the Program;
- e) Maintain records and reports concerning the program for a period to be determined by the Academic Service-Learning Office;
- f) Provide guidance to students and take administrative action in accordance with University of New Haven policies and Code of Student Conduct with regard to matters pertaining to student academic performance or personal conduct while participating in the Program.

**2. Site agrees to:**

- a) Designate an individual to coordinate with University of New Haven's representative the

objectives of the Program and the activities approved for student participation. Inform the Site staff of the objectives so that staff may support the intent of the Program;

- b) Review and abide by University of New Haven's Community Partner Guidelines;
- c) Make available facilities for students participating in the Program for the number of students and for the time period agreed to in advance;
- d) Make available to students and University of New Haven representative ancillary facilities such as office space as is feasible;
- e) Provide University of New Haven representative and student participants with orientation to the Site including a complete tour of the Site, information about the general operation, rules, policies, procedures and any other matters that may be specifically applicable to the Program and the Site and student activities, and information about emergency procedures. Promptly notify University of New Haven and student participants of any material changes therein.
- f) Designate a qualified site supervisor who will supervise student Program participants. Site represents that students will not be left unsupervised.
- g) Provide a safe environment in compliance with all state, federal and local laws, and take precautions to provide for the safety of the student participants including notification to students and the University of New Haven representative concerning potential hazards or circumstances which may create unsafe conditions;
- h) Complete any necessary background or criminal investigations as required by law;
- i) Promptly notify the University of New Haven representative of any unsatisfactory performance or misconduct by a student and provide documentation thereof;
- j) Treat confidentially any student records, assessments, attendance reports and the like. Such records shall not be disclosed except to University of New Haven and the Site representative;
- k) Participate in post-program evaluation aimed at assessing the Program.

**3. Nature of Relationship.** University of New Haven and Site shall at all times be considered by each other to be independent entities entering into this Agreement solely for the purpose of carrying out the provisions of this Agreement. Each party agrees that the students will be in a learning situation. Students shall not replace or substitute for any of Site's employees. Students shall not perform any of the duties normally performed by an employee of the facility except such duties as they are a part of the Program and are performed under the direct supervision of Site supervisor.

**4. Compliance with Laws, Regulations and Policies.** Both University of New Haven and Site shall comply with all federal, state and local laws including such laws regarding equal employment opportunity and non discrimination, safety-related laws and regulations and any laws and regulations that may be Program or Site-specific. Site shall also comply with University of New Haven's Harassment Policy, a copy of which can be found at <http://www.newhaven.edu>

**5. Indemnification by University of New Haven.** University of New Haven hereby agrees to defend, indemnify and hold harmless Site, its directors, officers and employees, from and against

all claims, demands, damages, liabilities (including negligence), causes of action, costs and expenses (including reasonable attorney fees) arising out of negligent acts or omissions by its employees in the performance of this Agreement.

**6. Indemnification by Site.** Site hereby agrees to defend, indemnify and hold harmless University of New Haven, its directors, officers, employees, students, agents, successors and assigns (Indemnified Party/Parties) from and against all claims, demands, damages, liabilities (including negligence), causes of action, costs and expenses, including attorneys' fees incurred by each and any Indemnified Party for damages, including without limitation, bodily injury, personal injury, death or other claims brought by any person arising out of the negligent or intentional act or omission of Site, its employees, volunteers, subcontractors or agents. Site agrees to maintain insurance to cover its indemnification obligation including but not limited to general liability insurance coverage and Workers' Compensation coverage in amounts acceptable to University of New Haven or in a minimum amount required by law. Site shall provide University of New Haven with a Certificate of Insurance. The scope of this indemnification obligation shall not be limited by available insurance. This indemnification obligation shall survive the expiration of this Agreement.

**7. Term.** This Agreement shall commence on \_\_\_\_\_ and shall end on \_\_\_\_\_. Any volunteer work provided by students participating in this Program beyond these dates will not be considered part of this Agreement. Either party may terminate this Agreement by giving 30 days written notice. In the event of termination of this Agreement, students currently enrolled shall not be prejudiced by such termination and shall be permitted to complete the Program under the conditions as set forth in this Agreement. Termination shall not relieve either party of obligations arising under this Agreement in connection with activities performed prior to termination.

**8. Breach.** Either Party may terminate this Agreement for cause, at any time and without notice, in the event of a material breach by either Party of the terms and conditions hereof.

**9. Notice.** Any notice required by this Agreement shall be in writing and deemed given at the time it is deposited in the U.S. Mail, proper postage prepaid:

If to University of New Haven:  
University of New Haven  
Center for Experiential Education – Academic Service-Learning  
Kaplan Hall Room 210  
300 Boston Post Road  
West Haven, CT 06516

If to Site:

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**10. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut, without regard to its conflict of law provisions.

**11. Amendment.** This Agreement may be amended solely by mutual written consent of duly authorized representatives of University of New Haven and Site. No provision may be waived except by mutual written consent.

**12. Entire Agreement.** Both signatories hereby warrant they have been and are duly authorized to execute this Agreement and any amendments hereof. This Agreement constitutes the entire Agreement between the parties concerning the matters contained herein and supersedes all other Agreements between the parties concerning such matters.

**13. Assignment.** Neither party may assign this Agreement.

**14. Use of Name.** Site shall not use the name, logo, trademark or other indicia of University of New Haven in any public announcement without the prior written approval of University of New Haven.

University of New Haven

George S. Synodi, Vice President for Finance and Treasurer of the University

Date

Site Name

Name

Title

Date