

**Community Engagement Scholars  
Community-Based Service Placement Contract**

Scholars who are pursuing in-depth community-based volunteer or internship experiences that are not through UD should use this form to obtain prior approval of their plan. Complete sections I-IV and submit to the Community Engagement Initiative for approval at least one month before start of the placement. Include an offer letter or email from the site. After the placement, post the approved contract, site offer letter, site confirmation of hours completed and reflection of the experience in CANVAS.

**Section I: Scholar Information**

Name \_\_\_\_\_

Email address \_\_\_\_\_

Telephone \_\_\_\_\_

Major \_\_\_\_\_ Class Standing \_\_\_\_\_

**Section II: Volunteer Placement Description**

Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's email address: \_\_\_\_\_

Agency address: \_\_\_\_\_

Date of placement: \_\_\_\_\_ to \_\_\_\_\_ Hours per week: \_\_\_\_\_

Brief description of volunteer responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Section III: Goal Statement**

Describe your primary goals and objectives to be accomplished by this field experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Title and author of book/article/other media that will inform your reflection: \_\_\_\_\_

\_\_\_\_\_

**Section IV: Signature**

Student \_\_\_\_\_ Date \_\_\_\_\_

**Section V: Approval by Community Engagement Initiative:**

\_\_\_\_\_ Site supervisor confirms placement by letter or email

\_\_\_\_\_ Proposal approved