

## 2020-2021 Stetson University

### Community Service Federal Work Study Site Agreement Form

Agencies that partner with Stetson University's Center for Community Engagement at the Pride of Stetson level are eligible to supervise Bonner Program interns, who all receive student employment (federal work study) funds as part of their compensation. In order to maintain these relationships, all Bonner intern supervisors are required to sign a brief contract on behalf of their organization acknowledging an understanding of student employment supervisors. Prior to the beginning of student work in Fall 2020 (on August 10, 2020), all site supervisors must electronically sign this form in GivePulse.

If any questions arise regarding this form or Bonner students' community service student employment, please contact the Bonner Coordinator, Amber Finnicum-Simmons, at [afinnicu@stetson.edu](mailto:afinnicu@stetson.edu).

#### Stetson University Institutional Information:

Noreen Huth, Student Employment Program	(386) 822-7172	<a href="mailto:nhuth@stetson.edu">nhuth@stetson.edu</a>	
Contact Name	Phone Number	Email	
421 N. Woodland Boulevard, Unit 8379	DeLand	FL	32723
Mailing Address	City	State	Zip Code

#### **Brief Job Description:**

Student employee participates in off-campus service-related work, which may include, but is not limited to working with non-student community members, project or program coordination, administrative functions, and/or light manual labor. Individual jobs will vary by student employee and site, and specific job descriptions are managed by the Center for Community Engagement.

**Fall 2020:** Due to the COVID-19 pandemic, all student work is to be performed in a virtual, indirect capacity only. Students are not permitted to visit community partner sites as part of their work in student employment roles.

#### **Work Schedule:**

Work schedule varies from week-to-week depending on needs of community partners and the students' schedules. In general, commitment is for approximately 8 hours of work per week per student. However, no work will occur during times when students are scheduled to participate in academic, credit-bearing courses offered by the University or during holiday breaks in the academic year (i.e. Thanksgiving, winter holidays, spring break).

#### **Student Participants:**

The number of students working with the Organization may vary due to student schedules, transportation, academic interests, career goals, and other considerations. As such, Organizations may have as few as one (1) student participant, but as many as fifteen (15). A listing of which students are participating at each Organization at given times is managed by the Center for Community Engagement.