Memorandum of Understanding with Community Partners
Office of Community Engagement
The College of William & Mary

This memorandum describes a voluntary partnership between ____________________ at the College of William and Mary and _______________________________ for the time period from __________-____________________ to ________________________________.

Office of Community Engagement Mission and Goals
The Office of Community Engagement connects the College and community to support students’ development as active and educated citizens and to promote positive, community-driven social change. Our vision is that students will prioritize working within and understanding community in a lifelong pursuit of social justice.

Responsibilities for Each Party
The OCE at the College of William & Mary assumes the following responsibilities:
- The OCE cannot ensure students’ participation in projects but is responsible for publicizing opportunities and preparing volunteers as possible
- Training and preparing students for service when they participate in service through OCE programs
- Sharing contact information of student leaders with community partners

Student leaders for community engagement activities assume the following responsibilities:
- Serve as active liaisons between the College and the community partner in planning and leading service
- Prepare for service through issue-focused education, orientation, and training when possible
- Integrate their community engagement experience to their lives through reflection
- Contact community partners directly in case of changes of plans or to discuss challenges
- Request educational and orientation materials from the community partner
- Prepare for the unexpected and be flexible when necessary

The community partner assumes the following responsibilities:
- Designate a staff or volunteer coordinator to serve as liaison and communicate with student volunteers
- Develop service opportunities that build on community assets and achieve community-identified goals while allowing students to learn and contribute positively
- Supervise student volunteers and undertake reasonable measures to ensure safety
- Support the development of relationships between students and community members
- Contact student volunteers directly in case of changes of plans or to discuss challenges
- Provide orientation to the organization and relevant social issue for student volunteers
- Provide back-up projects in case of unexpected problems

Project Details
Date(s):
Time (start and end):
Location:
Number of volunteers needed or requested:
## Work Plan

*What goals will students accomplish?*

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<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Preparation</th>
<th>Intended outcome</th>
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<tr>
<td><em>example: improve affordable housing access in our community; support our mission</em></td>
<td><em>example: complete building one home; engage senior citizens in conversation and recreation through BINGO</em></td>
<td><em>example: students will practice construction skills and learn about issues related to housing; bring work gloves</em></td>
<td><em>example: one completed house; students gain confidence in math skills</em></td>
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*This agreement takes effect when signed by both parties, indicating their agreement with the responsibilities outlined above.*

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<th>Community Partner contact name</th>
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**Office of Community Engagement**

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PO Box 8795  
Williamsburg, VA, 23187-8795  
757-221-3263, fax 757-221-2452  
oce@wm.edu

**Student contacts**

Name:  
Phone:  
Email:

Name:  
Phone:  
Email:

**Community partner contacts**

Community partner agency:  
Contact person:  
Phone (please include cell phone for last-minute contact):  
Address:  
Email: