

Community Partner Request Form

The Center for Civic Engagement (CCE) offers and supports the tracking of civic engagement at Washington State University (WSU). Each semester thousands of students around Washington State and the world participate in civic engagement activities and are actively engaged in their communities. Whether you are a WSU service learning student or community organization thank you for your engagement in your community.

FOR COMMUNITY ORGANIZATIONS

Community organizations may request a portal within the WSU Pullman community on CougarSync. An organization portal allows community partners to post multiple service and civic engagement opportunities to recruit WSU students. Additionally, a portal is a dynamic way of informing students about your organization by posting photos, video, volunteer manuals, applications and forms. A portal increases your access to WSU students and for students to be able to engage with your organization.

Occasionally, community organizations opt to forgo creating an online portal to post civic engagement opportunities. Either way, WSU requires that community organizations sign an affiliation agreement which delineates organizational responsibilities, including safety of students participating in civic engagement and service opportunities in the community. Please indicate in the following form if you would prefer to opt out of creating a portal on CougarSync.

FOR STUDENTS

Please make sure you discuss your civic engagement or service learning course requirements with your partner and share the Community Partner Welcome Letter to verify their willingness to partner with WSU and provide civic engagement opportunities to WSU students.

Initial Information

Are you a WSU student or an authorized agency representative? [Required]

Valid input:

- Select only one choice.

☐ WSU Student

☐ Authorized Agency Representative

Student Request Form

FOR WSU STUDENTS ONLY

Dear Student,

This form is to begin the process of adding a community partner to Washington State University's (WSU) online database CougarSync. The Center for Civic Engagement (CCE) offers and tracks civic engagement at WSU. Each semester thousands of students around Washington State and the world perform service and are actively engaged in their communities.

Before submitting this form, please make sure you have contacted your partner regarding your civic engagement requirements and presented them with the Community Partner Welcome Letter to verify their willingness to partner with WSU and provide civic engagement opportunities to WSU students.

Community Partners are typically very busy and can sometimes be unable to complete the Community Partner Request Form in a timely fashion. This student form is intended to gather information about the new potential community partner. Once the CCE has this information, our team will follow up with the community partner to review their eligibility to partner with WSU, explain the purpose of the CCE, help the community partner understand CougarSync, and fully transition them to the system. You will be notified when this process is complete because we will approve or deny your form submission.

Thank you.

Please provide YOUR (student's) contact information. [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

If this new partner request is to fulfill a service learning requirement for a course, please indicate the course prefix and number.
(Ex. HD 408, SOC 320, etc)

Community Partner Name [Required]

Community Partner's contact information. [Required]

Include the phone number and email of your primary contact person with the agency.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Position Title of Primary Contact [Required]

Please list the website for this community partner.

Valid input:

- http://www.myschool.edu

Provide a brief description of the mission of the community partner and the tasks and duties you may participate in during your service. [Required]

Will you be required to subscribe to, or promote, a certain faith or political position in order to participate? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Unsure

Thank you for finding this community partner and submitting their information to our office! Please note that your request will say "pending" even though we are working on it. As soon as you submit the request, we begin contacting your community partner. We will email you with notification regarding whether or not your community partner has been added to the system. Depending on the availability of your community partner, this process can take as little as 2-3 business days or as long as several weeks. Please make sure you have shared the welcome letter with your community partner, which will help expedite the process. Thank you for your patience.

Criteria for Partnership

FOR COMMUNITY ORGANIZATIONS ONLY

Welcome! Washington State University seeks to ensure that its students are safe while participating in civic engagement and service activities in the community. Please provide some basic organizational information so that the WSU Center for Civic Engagement staff may assess the potential for partnership and determine if the proposed activities are appropriate for student civic engagement.

Community organizations may request a portal within the WSU Pullman community on CougarSync. An organization portal allows community partners to post multiple service and civic engagement opportunities to recruit WSU students. Additionally, a portal is a dynamic way of informing students about your organization by posting photos, video, volunteer manuals, applications and forms. A portal increases your access to WSU students and for students to be able to engage with your organization.

Occasionally, community organizations opt to forgo creating an online portal to post civic engagement opportunities. Either way, WSU requires that community organizations sign an affiliation agreement which delineates organizational responsibilities, including safety of students participating in civic engagement and service opportunities in the community. Please indicate in the following form if you would prefer to opt out of creating a portal on CougarSync.

Community Organization Name [Required]

Primary Contact Information [Required]

Please provide the name of the primary contact and the organization's address and contact information.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Position Title of Primary Contact [Required]

Please state the mission of your organization. [Required]

Please provide information on the tasks and duties students may participate in during their service [Required]

Is your organization requesting to partner with WSU because a current WSU student is interested in serving in your organization? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Unknown

If Yes, please type the student's name

If yes, has the WSU student indicated that they are needing to fulfill a civic engagement requirement for a service learning course or student organization?

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Unknown

Does your organization qualify as a 501(c)3 Non-profit entity, school, or government agency? Or does your organization provide services to traditionally under-served populations? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Unknown or In Process

Does your organization require WSU students to subscribe to, or promote, a certain faith or political position? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Sometimes

☐ Unknown

Does your organization carry adequate liability insurance for the activities WSU students may participate in through your organization? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Unknown

Does your organization want to request a community organization portal in our online system, CougSync? [Required]

CougSync portals allow Community Organizations to post detailed information about their agency, communicate directly with students, receive updates from the Center for Civic Engagement and post multiple civic engagement and service opportunities to thousands of WSU students.

Valid input:

- Select only one choice.

- must select a value.

☐ Yes

☐ No

☐ Unsure, please contact me

Thank you for submitting a request to partner with WSU and the Center for Civic Engagement. Our students enjoy connecting with their community and making a positive impact through service learning.

CCE staff will review your request and contact you via email or phone within 3 business days. If your request is approved and you elected to join CougSync, you should receive an invitation email from a company called OrgSync, developer of CougSync. Please follow the instructions to complete your portal and to post your civic engagement opportunities.

If you opted out of joining CougSync, you will receive an email containing the WSU Affiliation Agreement. Please sign and return this document to our office.

If you have any questions, comments, or concerns please contact our office at 509-335-7708 or via email at cce.partners@wsu.edu.