### Service Learning Packet Checklist/Instructions (New)

**Cover Page**
- Indicate class information and own placement information if applicable

**Service-Learning Application (2 Pages)**
- Fill in blanks and sign on page 2

**Assumption of Risk & Release of Liability**
- Fill in blanks and sign page 2
- Emergency info complete

**Letter of Recommendation**
- On letterhead, contact info included
- Statement of how and how long they know you
- Statement of appropriateness for service

**Negative TB results (as applicable)**
- Assessment results within last 4 years for kids
- TB test results within 1 year for older adults

### Instructions

1) **LEGIBLY complete in ink all of the paperwork contained in this packet, consisting of the following forms:**
   - Cover Page
   - CAVE Service Learning Application (2 pages)
   - Assumption of Risk and Release of Liability Form (2 pages)

2) **Letter of Recommendation with the following:**
   - Written by a professional contact, such as an employer, a faculty member, or a coach – it cannot be written by a friend, roommate, relative, or the course instructor.
   - Written on letterhead, with all appropriate contact information for the writer of the letter.
   - A statement of how the person knows you and for how long.

3) **Tuberculosis (TB) Assessment/Test**
   - *TB Assessments* are required if you are placed in a school setting. A health care professional administers a questionnaire and will give you a copy of the results. TB Assessments are valid for 4 years
   - *TB Tests* are done if you are placed with older adults. The test is administered on the first visit and the results are read at the second visit. Students must wait 48 hours but no more than 72 hours between the test and reading. TB Test results are valid for one year.
   - The Student Health Center administers TB Assessments and Tests for free. For their current TB Testing Clinic Hours, please see their website at [www.csuchico.edu/shs/services/tb-testing.shtml](http://www.csuchico.edu/shs/services/tb-testing.shtml). We will also accept copies of TB Tests or Assessments results from your doctor or the school district.

4) **Submit Your Completed Packet to the CAVE office by Wednesday, September 19th, 2018.**
   - We will not accept incomplete packets so please review and follow these instructions carefully and contact the CAVE Service Learning staff with any questions.
   - Distance learners may scan and email your packet to caveservicelearning@csuchico.edu.
   - Packets will be reviewed on a first come first served basis. It may take up to a week to review your packet. If you have not heard from a CAVE staff member after a week please contact us.

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**CAVE Service Learning Staff**
CAVE Office - BMU 309
Open Monday to Friday 8:30am to 5:00pm
(530) 898-3353 or (530) 898-5817
caveservicelearning@csuchico.edu
https://as.csuchico.edu/cave/
Service Learning Packet Cover Page (New)

Your name: __________________________________________

1. Class Number & Section__________________________ Instructor ________________________
   - Does this class require placement by CAVE? □ yes □ no (if yes, complete #4 or #5 as applicable)

2. Class Number & Section__________________________ Instructor ________________________
   - Does this class require placement by CAVE? □ yes □ no (if yes, complete #4 or #5 as applicable)

3. Class Number & Section__________________________ Instructor ________________________
   - Does this class require placement by CAVE? □ yes □ no (if yes, complete #4 or #5 as applicable)

4. Teacher Education Students please check the appropriate box for the subject area you need placement.
   □ Multi Subject                  □ Single Subject

5. If you are enrolled in a course that requires placement by CAVE, you have the option to secure your own placement, subject to the approval of your instructor. Please complete the following if you have found your own placement. By initialing, you release CAVE from the responsibility of placing you, as you have found your own placement that meets the requirements of your field service.

   Agency or School: __________________________________________
   Site Supervisor/Teacher: _____________________________________
   Location of Placement: _______________________________________

FDA’s Initials:

☐ New Placement OR > 2 years
   ☐ Letter of Rec. in Packet
   ☐ Negative TB results (if applicable)

☐ Previous Placement (within 2 years)
   - Letter of Rec/TB on file

Which class is this placement for?
   (listed above)
   1, 2, or 3
**Service Learning Application** (New)

Name___________________________________ Email_______________________________________

Phone______________________________________________

Local Address________________________________________ City___________________________

Permanent Address________________________________________ City___________________________

Emergency Contact (Name & Relation)_________________________ Phone___________________________

Major ________________________________

Chico State ID# ___________________ Classification Circle One:  FR SOPH JR SR GRAD

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<td><strong>I have volunteered at CAVE or been cleared by CAVE for another class in the past. If yes, which program</strong></td>
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<td><strong>program</strong> ___________________________ <strong>Semester/Year</strong> ___________________________</td>
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<td>Do you have access to a car? If no, what other form of transportation will you be using?</td>
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<td>Bus_______ Bike_______ Other (please specify)_________________</td>
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<td>I am planning to get my California teaching credential. (Please indicate below.)</td>
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<td>□ Multiple subject □ Single subject (subject:__________________________ )</td>
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<td>□ BCLAD □ Special Education □ Tri Placement</td>
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<td>Do you already have a placement in the community? If YES, Where:</td>
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<td>• Also indicate your own placement information on the COVER PAGE</td>
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<td>Do you speak any language other than English? (please specify)__________________________</td>
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List previous experience you have had which would prepare you to the population you have selected:

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

What can you offer a participant in this program & how can you apply your skills?

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
SERVICE-LEARNING APPLICATION (New page 2)
Please LEGIBLY mark all times you ARE available with an X in appropriate day and time box.
Due to school schedules, placements are available Monday-Friday from 8:00 am to 3:30 pm. The more times you provide, the more likely you are to get a placement that matches your interests. Please consider travel time before/after classes.

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PLEASE INITIAL NEXT TO EACH ITEM BELOW, INDICATING THAT YOU HAVE READ AND UNDERSTOOD THE STATEMENT.

_____ I understand the CAVE Service Learning Program is an extension of my service learning course and should be respected as such.

_____ I understand CAVE staff members are a resource for solving problems within the course of my service. I will contact these individuals as problems arise to keep them apprised of my situation.

_____ I understand the CAVE office will make no more than three attempts to contact me before considering me inactive. If I do not return phone calls or email after such time my Instructor will be contacted.

_____ I will abide by all dress code policies outlined by my placement site.

_____ I understand it is inappropriate to use or be in possession of alcohol, drugs, or firearms at any time during my service.

_____ I understand all information concerning clients, volunteers, and staff affiliated with CAVE and the service site is regarded as personal and confidential. It is expected that CAVE staff, volunteers and service learning students will exercise the highest level of ethics and professionalism regarding confidentiality.

_____ I understand CAVE does not provide or facilitate transportation to the placement site.

_____ I understand the CAVE deadline for turning in my service learning packet is ____________ and I will abide by this date.

I understand and agree any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from service with the Associated Students (AS) and Community Action Volunteers in Education (CAVE) and will result in notification to the College or School associated with my placement and Student Judicial Affairs. I am aware participating in certain programs may require disclosure of personal information, and a criminal background check. I consent to the AS obtaining such information and voluntarily give the AS and CAVE the right to investigate all references and to secure additional information as necessary about my suitability for participation. I understand all information obtained, whether oral or written, will be kept strictly confidential and only shared with those persons required by law or those who participate in the decision making process related to my placement to determine my qualification for programs. Participants in the decision making process include, but are not limited to, the AS, CAVE staff, the College or School associated with my placement and the community partner. I also understand placements are not guaranteed and it is the sole discretion of CAVE, the AS, and the community partner to place or remove me from a program.

Signature ___________________________ Date ______________

If you need adaptations or accommodations for any reason, including religion, creed, gender identity, gender expression, a disability or chronic illness, please make an appointment to meet with the CAVE Program Coordinator or Program Director privately to discuss your specific needs.
RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: Service Learning Students

Activity Date(s) and Time(s): Fall 2018

Activity Location(s): Placement Sites throughout Northern California

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of The California State University, California State University, California State University, Chico, Associated Students of California State University, Chico and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _______________________________________

Participant Name (print): ________________________________ Date: ____________
Participant Contact Information

Home phone __________________ Cellular phone __________________ E-mail __________________

Address [Street]__________________________ City __________________ ST _____ Zip _______

Emergency Contact Information

Name_____________________________ Relationship ______________________________

Home phone __________________________ Cellular phone ______________________________

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant’s behalf, (b) promising not to sue on my and the Participant’s behalf, (c) and assuming all risks of the Participant’s participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

_______________________________
Signature of Minor Participant’s Parent/Guardian

_______________________________
Name of Minor Participant’s Parent/Guardian (print) Date

_______________________________
Minor Participant’s Name