

Faculty Request for New Learning Site

The Center for Community Based Learning Community Partner Coordinator (Stacy Becker) will need the following information to customize and send the Learning Site Agreement (LSA) and Site Self-Assessment (SSA) paperwork to the authorized signer and any other staff at the organization. Please see important preparation below* before sending the following information:

Course name and number: _____

Faculty making request: _____

Semester student is planning service at agency: _____

Name of student, if identified: _____

Will student be employed by the agency? _____

Organization- legal agency title: _____

Website address and/or Social Media: _____

Organization postal address: _____

Organization general Phone: _____

Organization general email address (if applicable): _____

**** Authorized Signer Name (first and last):** _____

Signer Title: _____

Signer Email: _____

Signer Phone: _____

Secondary Contact Name (first and last) [this might be Site Supervisor/ assisting with LSA, etc.]: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Important notes [Are there any risk concerns Stacy should follow up on? If student is employed at this site, the LSA might not be necessary]: _____

Please email this information to Stacy Becker at spb1@humboldt.edu.

*You can check the Cal Poly Humboldt [S4 database](#) to see the status of current active and inactive Learning Sites (or email Stacy Becker to inquire about specific sites). Faculty should communicate with site staff previous to sending this Request to Stacy so that a) they are prepared to receive the paperwork; b) to ensure safety and appropriate educational support at the site; and c) to confirm the agency can meet the LSA requirement (Item III.D.) of: *"...general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII."* **Site Approvals under this LSA paperwork typically cover only official (or piloting) service learning or academic internship courses; please contact the Center for Community Based Learning at ccbl@humboldt.edu for more information.**

**** The "Authorized Signer" is a person at the organization legally authorized to sign the LSA legal contract: typically the Executive Director, CFO, Operations Manager, Board President or other.**