



Working Together is
The Key
To Building Our Community

Santa Ana College SERVICE LEARNING CENTER

1530 W. 17th Street, Santa Ana, CA 92706
Johnson Building
(714) 564-6362 - Fax (714) 541-8479
Service_Learning@SAC.edu

FOR OFFICE USE ONLY

Received on: _____

Initials: _____

Input on: _____

Initials: _____

Notes: _____

PLACEMENT FORM

Date: _____ / _____ / _____

Student ID# _____

First Name _____ Last Name _____
(Please print legibly) (Please print legibly)

ATTENTION: To receive credit for your work, this form **MUST** be completed and returned to the Service Learning Center **within 10 working days!**

PLACEMENT PROCESS

1. Look through the binder and find two or three agencies where you would like to do your service project
2. Contact the agencies by phone. **Do not show up at an agency without calling first.** If you are doing service for your class, find out if you will be performing tasks that your instructor specified in class. To help you initiate the conversation, here is a sample script you may want to use to begin your call to an agency:
 - Good morning/afternoon, my name is.....
 - I'm enrolled in (course) _____ at Santa Ana College **or** I'm doing this for personal experience
 - I'm interested in exploring the possibility to volunteer at your agency. Would you please tell me what kind of activities I would be able to do at your agency? (*Explain what your instructor wants you to do for your class*)
3. Based on the information you received over the phone, decide the place that you want to do your service and make an appointment to start. Take **this form** and your intended **work schedule** with you to the first appointment. Fill out the form with your supervisor at the agency. Once the form has been signed by both you and the supervisor, return it to the Service Learning Center.

My signature below indicates that, to the best of my knowledge, all of the information on this form is true. In addition, if selected to participate in Service Learning, my signature denotes that I am aware of and agree to abide by the code of student conduct set forth by the RSCCD Board of Trustees while placed at an agency site.

Student Signature _____ **Date** _____

NONDISCRIMINATION POLICY. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion 2323 N. Broadway, Santa Ana, CA 92706; 714-480-7489

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Date: _____/_____/_____

Phone Number (_____) _____ - _____

First Name _____ Last Name _____

Please list three agencies you wish to volunteer:

CHOICE 1: Agency Name _____

Address _____ City _____ Zip _____

Phone _____ Contact Person _____

CHOICE 2: Agency Name _____

Address _____ City _____ Zip _____

Phone _____ Contact Person _____

CHOICE 3: Agency Name _____

Address _____ City _____ Zip _____

Phone _____ Contact Person _____

Agency Selected _____ **Supervisor's Name** _____

Assignment begins on _____ **and ends on** _____

Days/Hours of Service _____

Duties _____

_____ Date _____

Agency Supervisor Signature

I agree to accept the student named above and provide adequate supervision at this service learning site.

_____ Date _____

Student Signature

I agree to the terms of the agreement set forth and perform my duties to the best of my ability.