

## 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](mailto: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."*

\*\* 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.

THE CENTER FOR

Community Based Learning

Learning in Action