Community and Public Service Program

In order to have a successful and positive service experience, I will:
- complete all course requirements by the stated deadlines
- complete all of the required hours for the course
- honor my schedule and make my service a priority
- communicate with my supervisor if challenges arise

I understand that failure to meet these requirements could result in failing the course or result in being removed from the course which may impact the number of credits and my financial aid status.

I understand that I can take each RSSW course only once.

Having read the preceding statements, I commit to make the most of my service opportunity for the benefit of those that I serve.

Student’s name (print): ____________________________________
Student’s signature: _______________________________________
Date: ___________________________________________________

I grant permission for the student to serve at our organization for the semester indicated above.

Supervisor’s name (printed):__________________________________
Supervisor’s signature: ______________________________________
Date: ____________________________________________________
Organization: _____________________________________________
Supervisor’s title: __________________________________________
Supervisor’s email: ________________________________________
Supervisor phone number (         )_____________________________
Fax number(        )_________________________________________

*ATTENTION ORGANIZATIONS* If you are an approved Organization that is registered with CPSP, students can choose to volunteer at your site. If you are not registered and would like to be, you must be a non-profit or public organization. Please go to our website http://www.albany.edu/cpsp/44743.php and submit a New Organization Application. If you are a participating organization, please periodically check our Alphabetical Organization List and make sure the contact information is up-to-date. If it is not, go to this link, http://www.albany.edu/cpsp/assets/Org_Update_Form.pdf complete and send to us at cpsp@albany.edu or fax to 518-442-5684.