

# PARTNER AGREEMENT & WORK SITE REQUEST FORM

Pepperdine University Step Forward Day

Saturday, September 6, 2014

Pepperdine University is honored to work with your organization on Step Forward Day. In order for Pepperdine University to ensure a meaningful kickoff to a year of service, we ask that you read this page outlining expectations for the day, complete the second page, and return it to the Pepperdine Volunteer Center at the address below. *By completing and returning the Form, you and your organization agree to the following expectations:*

**Work Site Contact:** The form accurately reflects the name, contact information, and location and time the Pepperdine group will meet the designated contact person for the organization on Saturday, September 6, 2014. If this information changes, Pepperdine requires the updated information *no later than noon on September 5, 2014.*

In addition, the *Work Site Contact must be on site with the Pepperdine group the entire time the group is on site.* If your organization cannot guarantee this, we will be unable to send a group. In addition, work at a family's house must receive prior approval.

**Service activity should incorporate each of the following items:**

- An orientation your organization and an explanation of the ways in which this work benefits your organization and the community;
- Work sufficient for at least 8 people for 3-4 hours;
- Sufficient water for the entire period of service;
- Shade for those who are sensitive to the sun; and
- Ways the group can be involved with your organization beyond September 6, 2014.

Our goal is to expose Pepperdine groups to organizations making a difference in our communities. Tasks should be active, interactive, and expose students to other ways to be involved. Pepperdine asks that you avoid activities that isolate individuals (*e.g.*, data entry, phone calling, selling tickets, individual promotions or errands) or require specialized skills or licenses (*e.g.*, medical services, operating machinery, individual counseling). For more ideas of what tasks are appropriate, please visit the Pepperdine Volunteer Center website.

**Service activity equipment should be provided and special requests for appropriate clothing given no later than September 3, 2014.**

**Service times:** The arrival of Pepperdine groups is based on the work site location and the 3-4 hours of service. *Work Sites should select a time before 9:30* for the Pepperdine group to arrive. Transportation will pick up volunteers *between 12:15 and 12:45 p.m.* If students complete the project(s) before they are picked up, the Site Contact should be prepared to share more about the organization's role in the community.

**A minimum of 8 volunteers per site is required, but there is no maximum.** We cannot send groups of less than 8. The ideal number is between 25 and 50, but Pepperdine is happy to send 100 or more to your organization. (250 is the record!)

**Please complete Page 2 to acknowledge that you understand and agree to these expectations. We look forward to another amazing Step Forward Day.**

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## Contact Information (please check & correct if necessary)

Name of Agency/Organization	Agency/Organization Phone Number
Agency/Organization Mailing Address	City, State Zip

## Work Site Information

Name of Work Site Contact	Work Site Contact Phone Number (where you can be reached on Sept. 6)
Work Site Address (if different than Agency Mailing Address)	City, State Zip
Work Site Contact E-mail Address	Requested Time of Arrival (between 8 and 9:30 a.m.)
Location and time contact person will meet the volunteers (in parking lot, inside building, etc.)	

## Please provide a description of the project(s) or services(s) requested:

Does above description fulfill the 3 - 4 hour time frame:  Yes  No

Approximate number of volunteers requested: \_\_\_\_\_

Minimum of 8 volunteers per job site.

By submitting this form, you acknowledge and agree to the expectations as set forth on Page 1.

*Note: Please attach directions from Pepperdine to work site and include signed waiver.*

Please Return Completed Form **by June 20.**

**MAIL:** Pepperdine Volunteer Center  
Attn: Step Forward Day Team  
24255 Pacific Coast Hwy.  
Malibu, CA 90263-4143  
**FAX:** (310) 506-4827  
**EMAIL:** volunteercenter@pepperdine.edu

For PVC Office Use Only

Entered by \_\_\_\_\_ Date \_\_\_\_\_  
Date Mapped \_\_\_\_\_ Number \_\_\_\_\_  
Confirmed by \_\_\_\_\_ Date \_\_\_\_\_  
Approved \_\_\_\_\_  
Confirmed 1 \_\_\_\_\_ 2 \_\_\_\_\_