



Western
Carolina
UNIVERSITY

Facilitating Successful
Community-Based Educational Experiences

POLICIES & PROCEDURES

INTRODUCTION

The Center for Service Learning plays a major role in facilitating successful community-based educational experiences for students, as well as faculty and staff, at Western Carolina University. The Center has developed a Risk Management Plan for this purpose.

Risk management is “the formal process by which an organization establishes its risk management goals and objectives, identifies and analyzes its risks, and selects and implements measures to address its risks in an organized fashion.”¹ It includes an ongoing and complex process of evaluating and minimizing inherent, enduring organizational risks – in this case, those of the academic institution, students, community agencies, community members, and others involved in the service-learning project.²

In general, the more the service-learning environment is sanctioned by the academic institution, the greater the potential for liability to the academic institution. Conversely, the less the service-learning environment is sanctioned by the academic institution, the greater the potential for liability to the participating students and agency.³

The Center for Service Learning – an academic support unit administratively located in the Office for Undergraduate Studies (Division of Academic Affairs) at Western Carolina University – organizes, coordinates, and supports community-based educational experiences involving students, faculty, and staff/administrators. The Center creates, develops, and manages reciprocal partnerships with community-based organizations, non-governmental organizations, human and social service agencies, educational institutions, service clubs, small businesses, and local governments.

The Center has taken a systematic approach to determining that the community settings in which WCU students, faculty, and staff members participate in curriculum-based and volunteer service projects is relatively risk-free and generally safe. In this regard, the Center’s work focuses primarily on liability prevention through the avoidance or reduction of risks.

The guidelines for risk management included in this document have been developed in consultation with the University’s Office of the Legal Counsel. We urge campus and community stakeholders to adhere to the guidelines and to demonstrate renewed commitment to facilitating successful community-based experiences for our students.

Glenn Bowen, Ph.D.
Director, Center for Service Learning

¹ Mihalyuk, T. V., & Seifer, S. D. (2003) [Revised by P. Mutascio, 2008]. Risk management and liability in higher education service-learning. Scotts Valley, CA: National Service-Learning Clearinghouse.

² Young, P. C., & Tomski, M. (2002). An introduction to risk management. *Physical Medicine and Rehabilitation Clinics of North America*, 13 (2), 225–246.

³ Young, P. C., & Tomski, M. (2002).

RISK MANAGEMENT PLAN

MISSION OF THE CENTER FOR SERVICE LEARNING

The mission of the Center for Service Learning at Western Carolina University is to promote service learning as a special form of experiential education whereby students engage in organized activities designed to enhance their understanding of course content, meet community needs, develop career-related skills, and become responsible citizens. The Center will organize and manage a comprehensive program in collaboration with faculty, administrators, staff, students, and community partners to encourage academic excellence, promote student and faculty engagement, and foster civic responsibility.

GOALS OF SERVICE LEARNING

- To extend learning beyond the classroom, enhancing course work with practical application of knowledge and skills in real-world (community) settings
- To promote the development of students' civic, social, and leadership skills
- To foster students' commitment to community involvement
- To help students demonstrate knowledge of, and sensitivity to, issues of culture, diversity, and social justice while practicing civic engagement
- To help students clarify professional goals and prepare for careers
- To enable students to appreciate and work productively with diverse communities
- To improve the quality of life in the community

COMMUNITY-BASED EXPERIENCES

The Center for Service Learning manages several community-based experiences. The main ones are listed below.

- Days of Service
- Alternative Breaks (Fall and Spring)
- Community-Based Research
- Participatory Action Research
- Problem-Based Service Learning
- Service-Learning Internships

The Center also assigns students to “mandated” community service – that is, community service required by the Department of Student Community Ethics (Student Affairs Division) as a penalty imposed for student infractions. Students violating the code of conduct are assigned to sites selected specifically for this purpose based on discussions with community agency directors.

RISK MANAGEMENT POLICY

The Center for Service Learning recognizes that various risks are associated with community-based projects in which students participate. Risks include physical injury to volunteers; inappropriate relationships formed between students and community members; unmanaged social discomfort for students; overload on community organizations' volunteer management resources; and negative publicity that could damage the reputation of the student, faculty/staff, or University.

The Center for Service Learning uses reasonable care in providing community-based educational experiences for students. University personnel are advised to exercise due diligence in the planning and implementation of their community-based projects to minimize project-related risks or hazards.

Components of the Plan

- A. Community Partner Recruitment and Registration
- B. Forms
- C. Prohibited Activities
- D. Orientation and Training
- E. Supervision and Communication

- F. Transportation
- G. Incident Reports
- H. International Service Learning
- I. Approved Sites
- J. Contacts

A. Community Partner Recruitment and Registration

Prospective service-learning community partners are required to indicate existing or potential risks associated with student placement at their service sites. Those from the nonprofit sector are also required to indicate whether they provide liability insurance coverage for volunteers (see *Community Agency Questionnaire* – Appendix A). Prospective community partners from the business sector are required to maintain general liability insurance and to hold the University harmless in matters related to the student and student projects with the prospective community partner (see *Affiliation Agreement* – Appendix B).

Members of the Center for Service Learning staff routinely visit community service sites to gain first-hand knowledge of the situations in which students are serving and learning. The Center occasionally conducts evaluations to identify existing or potential risks and hazards.

B. Forms

Affiliation Agreement: The University signs Affiliation Agreements (Appendix B) – and sometimes Memoranda of Understanding – with prospective community partners.

Liability Waiver and General Release: Students are required to sign a “hold harmless” Liability Waiver or General Release form before participating in a community service or service-learning project. The Waiver is designed for course-based projects as well as required community service and the General Release for co-curricular or volunteer community service (Appendix C).

Time Sheet: The Time Sheet made available by the Center for Service Learning helps students, faculty, and community partners keep track of activities at the service sites and provides some measure of accountability (Appendix D).

C. Prohibited Activities

A brief statement with a list of prohibited activities is included on the reverse side of the Community Service and Service-Learning Time Sheets (see below).

There are certain activities that Western Carolina University students, faculty, and staff may not perform in the course of their service-learning/community service projects. The prohibited activities include, but are not limited to, the following:

- Aiding or engaging in partisan political activities.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Engaging in religious instruction, conducting worship services, or engaging in any form of proselytizing.
- Activities that pose a significant safety risk to participants.
- Assignments that displace employees.

D. Orientation and Training

Risk management and liability issues are covered in the on-campus orientation provided by the Center for Service Learning. Community partners typically provide onsite orientation to the agency and the community as well as training for students participating in service-learning and other community-based projects.

Agency directors and site supervisors are reminded to spend time discussing safety procedures, potential dangers, and the risk management policies with students before they begin their service. (For example, some agencies require background checks for students working with children and other vulnerable populations.)

The Center for Service Learning has compiled and posted a list of safety tips for student volunteers (Appendix E).

E. Supervision and Communication

Students participating in community service/service learning are supervised by agency staff members and sometimes by course instructors. Such onsite supervision helps to create a safe environment for community-based projects.

Community partners are required to maintain communication with faculty and Center for Service Learning staff. Further, community partners usually participate in the assessment of students' performance.

Center for Service Learning staff members discuss risk management issues during occasional community service “debriefings” with community partners. On those occasions, stakeholders carefully consider best practices or, in the event of a negative incident, what should be done differently next time.

APPENDIX A

COMMUNITY AGENCY QUESTIONNAIRE

Agency/Organization Name _____

Phone _____

Director/Representative _____

Job Title _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____

1. What populations does your agency/organization serve?

2. What general or specific needs does your agency/organization have that could be met by WCU students working in community service/service-learning roles?

3. Approximately how many student volunteers can your agency/organization utilize on a weekly basis? _____

4. What are the days and times when your agency usually needs volunteers?

Days: _____ Times: _____

5. Will your agency provide orientation and training for student volunteers? Yes No

6. Are there physical and/or educational requirements, knowledge, or special skills for volunteers serving at your facility?

Yes No If yes, explain: _____

7. Does your agency/organization require criminal background checks for students? Yes No

Does your agency/organization cover the cost? Yes No N/A

8. Does your agency/organization provide transportation for student volunteers? Yes No

9. Does your agency/organization have a minimum age for student volunteers? Yes No

10. Does your agency's liability insurance cover University volunteers (i.e., students, faculty, and/or staff)? Yes No

Please return this form to:
Assistant Director
Center for Service Learning | 273 Belk
Western Carolina University
Cullowhee, NC 28723

F. Transportation

When University-owned/operated transportation is provided, only employees (including student employees) who have received special training are allowed to be the drivers (Appendix F).

Students are encouraged to organize car pools, and those using public transportation for service-learning projects are encouraged to travel with classmates.

G. Incident Reports

Community service/service-learning participants – including students, faculty, and community partners – involved in any unusual incident (risky or hazardous situation) related to a WCU project should submit a report to the Center for Service Learning. The report should include the following information:

- Student's name and contact information
- Agency's and site supervisor's name
- Faculty member's name
- Date and location of incident
- Synopsis of incident

H. International Service Learning: Special Considerations

The Center for Service Learning collaborates with the Office of International Programs and Services (IPS) in organizing international service-learning projects. IPS collects approved overseas travel application forms and orders health insurance for the participating group. That Office can provide assistance in locating suitable service project sites overseas through third-party providers.

Further, IPS provides pre-travel orientation and general guidance related to laws, medical services available, and contact information for the U.S. Embassy in the host country. IPS also offers valuable tips for traveling abroad, covering such topics as safe food and water, health care, and insurance.

I. Approved Sites

The Center for Service Learning regularly updates its list of Community Partners and Service Sites (Appendix G).

J. Contacts

Director or Assistant Director
Center for Service Learning | 273 Belk
Western Carolina University
828.227.7184 | servicelearning@wcu.edu

APPENDIX B

Western Carolina University

SERVICE-LEARNING AFFILIATION AGREEMENT

THIS SERVICE LEARNING AFFILIATION AGREEMENT (the "Agreement") is made and entered into this _____ day of _____, 20____, by and between Western Carolina University, a constituent university of the University of North Carolina (the "University"), and _____ with its principal office located in _____ (the "Business").

WHEREAS, the University, through its _____ Department, has students enrolled in _____ (the "Class"), and "real-world" experience in the development of a project is a desired or required component of the Class; and

WHEREAS, the University and the Business desire to cooperate with each other to provide such experience for the University's students in a project entitled _____ ("Project").

NOW THEREFORE, in consideration of the mutual agreements and promises contained herein, the University and the Business agree as follows:

Article 1: University Obligations

- 1.1 University shall only allow students who are enrolled in the Class and who have been granted permission by the instructor of record to participate in the development of the Project.
- 1.2 University shall supervise the Project related activities of students in the Class.
- 1.3 University shall advise all students of the confidential nature of information provided to them by the Business in the preparation of the Project.
- 1.4 University shall designate a faculty member to serve as the liaison between the University and the Business.
- 1.5 The University retains the right to remove any student whose performance does not meet University academic standards or expectations, or whose conduct is disruptive to Business or in violation of the Student Code of Conduct.
- 1.6 University shall collect all student tuition and fees and assign grades for the Project.

Article 2: Business Obligations

- 2.1 Business shall provide sufficient access to Business facilities and information so that the students may complete the Project.
- 2.2 Business shall designate a liaison to the student group. The group may meet with the liaison as needed. The group may need to confer with the liaison via telephone occasionally.
- 2.3 The Business is under no obligation to implement the Project.
- 2.4 The Business liaison shall provide feedback on student progress that will be used to determine student grades. Progress reports will be provided in a timely manner to assure that students are aware of their grade during the course of the semester.
- 2.5 The Business retains the right to request removal of any student whose performance does not meet Business performance standards or expectations, or whose conduct is disruptive to Business.

Article 3: Miscellaneous Terms

- 3.1 The term of this Agreement shall begin on the _____ day of _____, 20____ and shall continue in full force until _____. This Agreement may be terminated with or without cause by either party upon thirty (30) days written notice to the other party.

- 3.2 The Business shall obtain and maintain such commercial general liability insurance and other insurance as may be desirable or required for the conduct of its business and the performance of this Agreement. Business shall indemnify, protect, defend, and hold harmless the University and its trustees, officers, agents, employees, representatives, and assigns, and the University System of North Carolina and its governors, officers, agents, employees, representatives, and assigns from and against any and all claims, demands, suits, and causes of action and any and all liabilities, costs, damages, expenses, and judgments incurred in connection therewith (including but not limited to reasonable attorney's fees and court costs), whether arising in equity, at common law or by statute, or under the law of contracts, torts or property, relating to or arising out of the acts or omissions of Business or in connection with its performance under this Agreement.
- 3.3 As a state agency, the University will be responsible for the negligent conduct of its officers and employees arising out of the performance of this Agreement to the extent permitted by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for damages is caused by or results from the acts of Institution, its officers or employees. Students are not agents of the University, and the University is not responsible for the negligent conduct of its students.
- 3.4 This Agreement contains the entire understanding of the parties and shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of both parties.
- 3.5 The parties shall comply with all federal, state and local laws, ordinances, rules, and regulations that are applicable to the performance of this Agreement. The parties shall not discriminate against any individual on the basis of race, color, national origin, creed, religion, sex, age, sexual orientation, political affiliation, or disability.
- 3.6 This Agreement shall be governed by and construed under the laws of the State of North Carolina, which shall be the forum for any lawsuits arising from and incident to this Agreement.
- 3.7 University and Business shall at all times be independent contractors and not agents or employees of the other. Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither party shall be bound by the acts or conduct of the other party.
- 3.8 The parties understand that the Project is performed by students under faculty supervision. Students are not yet trained professionals and faculty supervisors cannot eliminate all student error. University makes no warranties, express or implied, as to any matter whatsoever, including without limitation, merchantability or fitness for a particular purpose of any goods, services, or work product provided.
- 3.9 The University makes no representation or warranty regarding the actual or potential infringement of patents or copyrights of third parties, and Business acknowledges that the avoidance of such infringement in the use of the services related to this Agreement shall remain the responsibility of Business.
- 3.10 Business may not use this Agreement for advertising purposes without the prior written approval of the University.
- 3.11 Business may not use the marks or names of the University for any purposes without prior written approval of the University.

IN WITNESS WHEREOF, the parties have signed this Agreement in their official capacities.

WESTERN CAROLINA UNIVERSITY

Chancellor

BUSINESS

By: _____

Title: _____

APPENDIX C I

Center for Service Learning
CONDUCT AND WAIVER OF LIABILITY

This form indicates your understanding that: a) while performing service learning/community service, your conduct reflects on WCU; and b) WCU is not responsible for any mishaps or injuries that occur as a result of your voluntary participation in this program.

Students may not engage in WCU-sponsored or recognized service-learning/community service projects unless they have completed and submitted this form. Anyone who performs service-learning/community service projects without signing below will be considered to be operating independently of Western Carolina University and the Center for Service Learning.

Please initial each statement below.

Conduct Statements

- I will follow and comply with the WCU Student Code of Conduct.
- I will follow all rules and/or guidelines of the agency in which I am serving.
- I will use appropriate language at all times.
- I will maintain regular, punctual attendance at the service site.
- I will not perform service in an intoxicated state or under the influence of illegal substances.
- I will not have contact with anyone in the service setting in a harmful manner.
- I will inform the agency representative of problems that occur while I am performing services.
- I will keep a detailed record of service hours and activities completed.
- If I cannot perform agreed upon services, I will contact the agency representative at least 24 hours prior to the end of service agreement.

Signature: _____ Date: _____

Print Name: _____

Classification: (check one) Undergraduate Graduate Student

APPENDIX C II

Center for Service Learning
CONDUCT AGREEMENT AND GENERAL RELEASE for

(Activity)

This form indicates your understanding that: a) while participating in a WCU-sponsored activity, you must comply with conduct requirements of the Student Code of Conduct; and b) WCU is not responsible for any mishaps or injuries that occur as a result of your participation in this activity.

Students may not engage in WCU-sponsored activity unless they have completed and submitted this form. Anyone who participates in this activity without signing below will be considered to be operating independently of Western Carolina University and the Center for Service Learning.

Please initial each statement below.

I. Conduct Statements

- I will follow and comply with the WCU Student Code of Conduct.
- I will use appropriate language at all times.
- I will be punctual in attending this activity.
- I will not attend in an intoxicated state or under the influence of illegal substances.

II. Liability Waiver

1. I understand the nature of the activity contemplated, and voluntarily assume all the risks and responsibilities surrounding my participation in this activity.
2. I specifically and completely release and hold harmless the State of North Carolina, the University of North Carolina, and Western Carolina University and all their directors, officers, employees, and agents from all liability, causes of action, claims, and demands of every kind which may arise out of or in connection with my travel to and from, and participation in this activity.
3. It is my express intent that this General Release shall bind the members of my family, heirs, assigns, and personal representatives if I am deceased. I hereby further agree that this Conduct Agreement and General Release shall be construed in accordance with the laws of the State of North Carolina.

Trip to/Activity: _____ Date: _____

Signature: _____ Date: _____

Print Name: _____ Date: _____

APPENDIX F

UNIVERSITY POLICY 30: USE OF STATE-OWNED VEHICLES

Administering Office: Motor Pool (Facilities Management Department)
Formerly Executive Memorandum 85-71
Initially Approved: April 25, 1978
Revised: July 1, 1985; February 2003; February 1, 2010

Western Carolina University maintains and operates a fleet of state-owned passenger vehicles (compact, mid-size and full-size sedans; mini and passenger vans; and buses) to provide transportation for the conduct of official state business. Special purpose vehicles (trucks) may be available directly from various University departments. This policy defines official state business, eligible drivers, and conditions for use of vehicles displaying a “state-owned” license plate.

Official Business: Any business, in-state or out-of state, that is sanctioned and/or sponsored by the university.

Eligible Drivers: All eligible drivers must possess a valid driver's license applicable to the vehicle being driven.

Any employee compensated through university payroll office working and receiving a paycheck from the state of North Carolina for wages or salary to include administrators, faculty, staff, graduate and undergraduate students is eligible.

Any graduate student currently enrolled whose educational training requires the use of a state-owned vehicle and whose use is supervised and permitted by the appropriate college is eligible.

Individuals paid an honorarium or stipend (excluding students) or retired state employees not currently in the employ of the state, may not drive state-owned vehicles. Students receiving a stipend from the University are considered to be “employees” if their compensation is directly related to the purpose of the trip.

Any accompanying passenger may assist in driving only if that individual satisfies the definition of “eligible driver” as described above.

Conditions for Use: In addition to all conditions stated above, other conditions exist:

The driver to whom a State-owned vehicle is issued has responsibility for the vehicle at all times.

Student employee use of vehicles requires Motor Pool request authorization as follows: for academic and administrative support areas, by the department head, dean, vice chancellor, or their designee having appropriate budget and travel approval authority; for student activities, by the Vice Chancellor for Student Affairs or their designee having appropriate budget and travel approval authority; and for Athletic Department activities, the Athletic Director or their designee having appropriate budget and travel approval authority.

When an employee is required to use a state-owned vehicle for travel away from a workstation, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or personal purposes. A state-owned vehicle may not be used to obtain meals unless the driver is in an authorized travel status away from a workstation. See travel manual for travel status information: http://www.wcu.edu/WebFiles/PDFs/controller_TrviMnJuly08_000.pdf

Spouses and children are permitted to accompany state employees in state-owned vehicles when sufficient space is available. Family pets or other such animals are not permitted in state-owned passenger vehicles, excepting those for serving individuals with disabilities.

Non-state employed persons may accompany state employees in state-owned vehicles when they have an interest in the purpose of the trip and their presence is related to state business. They may not assist in driving the vehicle.

The Facilities Management Motor Pool must be notified of any trip cancellation, when a Motor Pool vehicle has been reserved. Vehicles not cancelled prior to the scheduled pick-up time may be charged for the estimated mileage of the trip to be taken, or the state minimum of 60 miles per day, whichever is greater. Such cancellation charge may not exceed \$50.

Buses: Buses must be operated in accordance with the policy set forth above. Additionally, the driver must hold a valid Commercial Drivers License (CDL) with a Passenger (P) endorsement.

Trucks: These vehicles are assigned to various university departments and are not generally available for routine use by other departments. If loaned to another department, they must be operated in accordance with the policy cited above; the driver must possess the applicable license; and the user accepts any additional rules the lending department may impose.

Vans: To be eligible to drive a large passenger van, drivers must possess a valid driver's license and complete the Motor Pool van driver safety course prior to making any trip.

Sedans and Mini-vans: To be eligible to drive a sedan, drivers must possess a valid driver's license.

Other conditions may apply. To inquire, contact the Facilities Management Motor Pool at 227-7227.

APPENDIX G

COMMUNITY PARTNERS & SERVICE SITES

- | | | |
|--|--|---|
| 1. Advocates for Excellence | 43. Girl Scouts of WNC–Pisgah Council | 85. Mountain Projects, Inc. |
| 2. Alzheimer's Association of Western Carolina | 44. Good Samaritan Clinic of Jackson County | 86. Mountain Retreat and Learning Center |
| 3. American Cancer Society | 45. Gorges State Park | 87. Mountain Trace Nursing Center |
| 4. American Red Cross | 46. Graham County Family Resource Center | 88. Mountain Youth Resources, Inc. |
| 5. Appalachian Homestead Farm & Preserve | 47. Greenway Invasives Partnership | 89. North Carolina Center for the Advancement of Teaching (NCCAT) – Auxiliary Services, Conference Services, & Development Foundation |
| 6. Arc of Haywood County | 48. Guardian ad Litem | 90. NC Bartram Trail Society |
| 7. ARP Phoenix | 49. Habitat for Humanity – Asheville Area | 91. Oconaluftee Job Corps |
| 8. Asheville Parks, Recreation, & Cultural Arts Department | 50. Habitat for Humanity – Haywood County | 92. Operation AniMeals – Jackson County Department on Aging |
| 9. Autumn Care of Waynesville | 51. Habitat for Humanity – Jackson County | 93. Pathways for the Future, Inc. |
| 10. Avant Garden | 52. Hands On Asheville-Buncombe | 94. Pathways Thrift Store |
| 11. AWAKE, Inc. (Adults Working and Advocating for Kids Empowerment) | 53. Harris Regional Hospital | 95. Phoenix Landing Foundation |
| 12. Balsam Mountain Trust | 54. Harris Regional Hospital Auxiliary Thrift Shop | 96. Pigeon Community Development Center |
| 13. Big Brothers Big Sisters of WNC | 55. Hawthorn Heights, in association with Mountain Youth Resources | 97. Project Challenge |
| 14. Blue Ridge School | 56. Haywood County 4-H | 98. Project C.A.R.E. (Community Action to Reach the Elderly) |
| 15. Bridge Park Project | 57. Haywood County Meals on Wheels | 99. Project F.I.R.E. (Fuel Intervention for Rural Elderly) |
| 16. Cashier-Highlands Humane Society | 58. Haywood Vocational Opportunities | 100. Qualla Financial Freedom |
| 17. Cashiers Historical Society | 59. The Healing Place | 101. Ramsey Regional Activity Center |
| 18. Catch the Spirit of Appalachia, Inc. | 60. The Hope Chest for Women | 102. REACH of Jackson County |
| 19. Catman 2, Inc. | 61. Jackson County 4-H | 103. REACH of Macon County |
| 20. Cherokee Boys Club/Family Support | 62. Jackson County Arts Council | 104. REACH Resale Shop - Canton |
| 21. Cherokee Reservation Cooperative Extension | 63. Jackson County Chamber of Commerce/Travel & Tourism Authority | 105. REACH Resale Shop - Waynesville |
| 22. Cherokee Tribal Childcare Services | 64. Jackson County Department of Social Services | 106. REACH Thrift Store & Boutique |
| 23. Communities in Schools of Madison County | 65. Jackson County Family Resource Center | 107. Region A Partnership for Children |
| 24. Community Garden | 66. Jackson County Green Energy Park | 108. Rotary Club of Sylva |
| 25. Community Health Link | 67. Jackson County Public Library | 109. Salvation Army |
| 26. Community Table | 68. Jackson County Recreation & Parks Department | 110. Scott's Creek Elementary School |
| 27. Creative Communications Youth & Family Services | 69. Jackson County Schools | 111. Skyland Care Center |
| 28. CuRvE (Cullowhee Revitalization Endeavor) | 70. Jackson County Senior Center | 112. Small Business and Technology Development Center |
| 29. Cullowhee Valley After-School Program | 71. Jackson County Sheriff's Office | 113. Smokey Mountain Elementary School |
| 30. Cullowhee Valley Tutoring Program | 72. KARE, Inc. | 114. Smoky Mountain High School |
| 31. Democracy – NC | 73. Kids in Action | 115. Smoky Mountain Pregnancy Care Center |
| 32. Department of Juvenile Justice and Delinquency Prevention | 74. Kneidler Child Development Center | 116. Special Olympics of NC |
| 33. Downtown Sylva Association | 75. Land Trust for the Little Tennessee | 117. Streets of Franklin |
| 34. Eblen Charities | 76. LightShare, Inc. | 118. Ten Thousand Villages |
| 35. Elaine Kuhl Haywood – Jackson Volunteer Center | 77. Literacy Council of Highlands | 119. Town of Sylva |
| 36. Employment Security Commission | 78. Macon Program for Progress, Inc. | 120. Tuckaseegee Community Alliance |
| 37. Fairview Elementary School | 79. MANNA Food Bank of Asheville | 121. United Christian Ministries of Jackson County |
| 38. Friends of the Jackson County Library | 80. March of Dimes | 122. WATR – Watershed Association of the Tuckaseegee River |
| 39. Friends of the T.M. Rickman General Store | 81. Meridian Behavioral Health | 123. Western North Carolina Nature Center |
| 40. Full Spectrum Farms | 82. Monteith Farmstead | 124. WCU University Participant Program |
| 41. GEAR UP | 83. Mountain Heritage Center, WCU | 125. Youth Empowered Solutions (YES!) |
| 42. Girl Scouts of Jackson County | 84. Mountain Mediation Services | |

The most up-to-date list of Community Partners and Service Sites can be found at <http://www.wcu.edu/23004.asp>

273 Belk | Cullowhee, NC 28723
828.227.7184 *tel* | 828.227.7179 *fax*
servicelearning.wcu.edu



**Center for
Service Learning**