

English 204: Introduction to Technical Writing  
Service Learning Agreement

Agency Name:

Agency Address:

Contact Person Information

Name:

Email:

Phone number/s:

(please write clearly)

Service Learning Group Number:

Service Learning group members' names and email addresses:

- 1.
- 2.
- 3.
- 4.
- 5.

Please attach your "client proposal" to this form.

Agency Contact Person: I have met with the group who plans to work on the project for us. I believe that the proposed project will be of value to our organization and I support the students' efforts related to its completion. I agree to email Dr. Anthony T. Atkins<atkinsa@uncw.edu> by November 28 to relay my general experiences working with the students who completed our project. I also understand that I may email Dr. Atkins at anytime regarding the students/project or if I have any questions/suggestions related to the project.

Signature: \_\_\_\_\_

Students: We have met with the agency and explained our project to the contact person. We recognize that we are responsible for any commitments made in the proposal, and for updating the contact person and Dr. Atkins should we need to alter our work plans.

Group Signatures: \_\_\_\_\_  
\_\_\_\_\_