



## SF CBO Support Project Participation Agreement for CBO Partners Fall 2017

*Please print, complete, sign, and deliver this participation agreement within 2 weeks of being notified that your CBO has been selected (and no later than August 15, 2017).*

1. Name of Community-Based Organization: \_\_\_\_\_

2. Name of Selected Program: \_\_\_\_\_

3. CBO Support Project Partner Primary Contact Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please initial in the space provided by each activity listed below to indicate that you agree to schedule, attend, and complete the mandatory activities listed below by and during the dates and times indicated.

❖ \_\_\_\_\_ I will register with SF State's Institute for Civic and Community Engagement ULink49 Database (<http://icce.sfsu.edu/ulink49>) by **Friday, August 18, 2017**.

❖ \_\_\_\_\_ I will e-mail my responses to the Logic Model Workshop Preparation Activity by **Tuesday, August 22, 2017**.

❖ \_\_\_\_\_ I will attend the Logic Model workshop at the SF State Downtown Campus (835 Market Street, 6th Floor) from **9 am - 1 pm on Saturday, September 9, 2017** (lunch included). Note: You are encouraged to invite additional program staff or board members to attend the workshop.

❖ \_\_\_\_\_ I will attend a 2.5-hour planning session at the SF State Downtown Campus from **11 am – 1:30 pm on Saturday, September 23, 2017** (lunch included).

❖ \_\_\_\_\_ I will attend the final presentation prepared by the graduate student team assigned to my CBO Support Project at the SF State Downtown Campus from **9 am - 1**

**pm on Saturday, December 9, 2017** (lunch included). Note: You are encouraged to observe all of the presentations and to invite additional program staff or board members.

- ❖ \_\_\_\_\_ I will ensure that the student team has ready access to the organizational information, materials, and stakeholder they may need to access to implement the agreed-upon project **between September 11<sup>th</sup> & December 16<sup>th</sup>**.

I, the undersigned, agree to serve as the CBO Support Project Partner primary contact for the mission-serving program selected for participation in the CBO Support Project.

In exchange for my participation in the above-stated activities, my organization can expect a mutually agreed-upon workplan to be developed and implemented by MPA graduate students over the course of one academic semester.

The graduate students who work directly with my organization will sign a code of conduct in order to ensure professional conduct in their interactions with organizational stakeholders and their handling of any information deemed confidential by my organization.

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Signature of CBO Support Project Partner Primary Contact

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Date

**Please return both pages of this form to Dr. Jennifer Shea no later than August 15, 2017.**

You can return the form using any of the following delivery options:

1. Scan and e-mail to [jshea@sfsu.edu](mailto:jshea@sfsu.edu) (preferred):  
Subject: "Your Org Name"\_CBO Support Project Participation Agreement)
2. Fax 415-817-4464  
Attention: Dr. Shea
3. Mail  
Dr. Jennifer Shea  
Public Administration Program  
San Francisco State University  
835 Market Street, Suite 679  
San Francisco, CA 94103

**Questions?** Email [jshea@sfsu.edu](mailto:jshea@sfsu.edu) or call Dr. Shea at 415/817-4462