

## America Reads Partnership Agreement

The Center for Public Service and Leadership and *Site Name* formally agree to form a partnership in order to ensure the success of America Reads work study program. America Reads is an initiative set forth by President Clinton to have all elementary students reading at grade level by the third grade. This initiative allows college work-study students to serve in the community as reading tutors.

The Center for Public Service and Leadership agrees to take the lead role in the recruitment of students on IUPUI campus for this work-study opportunity. The Center for Public Service and Leadership also agrees to conduct the initial screening of applicants. However, it is at the discretion of *Site Name* which students will be hired for employment. Monthly training sessions will be mandatory for all students and will be provided by the Center for Public Service and Leadership.

*Site Name* agrees to orient each work-study student to facilities and to any site specific policies. *Site Name* also agrees to provide supervision and of students serving as reading tutors. Site supervisors will be responsible for timesheets. Timesheets are to be signed by the student and the site supervisor, and at the end of each pay period. (Specific instructions of timesheet policy and procedure will be given to each site.) *Site Name* will also be responsible for the distribution of paychecks. Checks are directly mailed to *Site Name* for dispersal.

Students will be responsible for his or her transportation to and from each site. Students may not work more than 30 hours a week. Students' work schedules are determined by class schedule, need of the agency, and the his/her total work-study allotment. Students will be expected to work scheduled hours.

If dismissal of student is necessary, *Site Name* should first contract the Center for Public Service and Leadership. The termination process will than be conducted in concordance with IUPUI's policies and procedures. Sites should feel call the Center for Public Service and Leadership when any problem arises.

It is the agreement of both the Center for Public Service and Leadership and *Site Name* that this partnership will benefit all who are involved; the student, the community and the university.

-----  
Agency Supervisor Signature

Date

-----  
Center for Public Service and Leadership, Date  
America Reads Site Coordinator