



Student-Initiated Service Learning Requests

Faculty submit a request form on behalf of their students.

Last day for faculty to submit a request is Friday, Nov. 21, 2025 @ 5pm

Purpose

Student-Initiated Service Learning Site Requests are designed to accommodate students who:

- live outside the area and have identified an appropriate organization closer to home.
- have an existing relationship with a relevant organization that is not an established CSUMB community partner.
- have secured a unique opportunity with an existing community partner that *does not already exist* in the database.

Requirements

Before submitting a request, please:

1. Ensure the organization and/or opportunity:

- a. aligns with the definition of service as **“community and civic engagement oriented toward creating a more just and humane society”**,
- b. is with **“external (to CSUMB) human communities”** and builds **reciprocal** relationships,
- c. **meets course expectations** (e.g. aligns with the Service Learning Outcomes; addresses the Meta Question)
- d. is willing to host service learners beyond this semester

2. Provide the following specific information to your course faculty:

- Student's name and CSUMB email address
- Name of organization
- Organization's website (not required)
- Site Supervisor name and email address
- Brief description of service activities
- Location Type (in-person, hybrid, remote)

Note: All new partner organizations will need to complete a lengthy “request to initiate partnership” form and sign a five-year University-Agency Agreement for the Placement of Students (UAAPS) contract.

Please give the Service Learning Institute **2-4 business days** to conduct their research before connecting with you, the community partner, and your professor about the next steps. After receiving submissions from the hosting organization, please allow staff **2-4 business days** to get items ready in the system.

Questions? Contact servicelearning@csumb.edu or 831-582-3644