

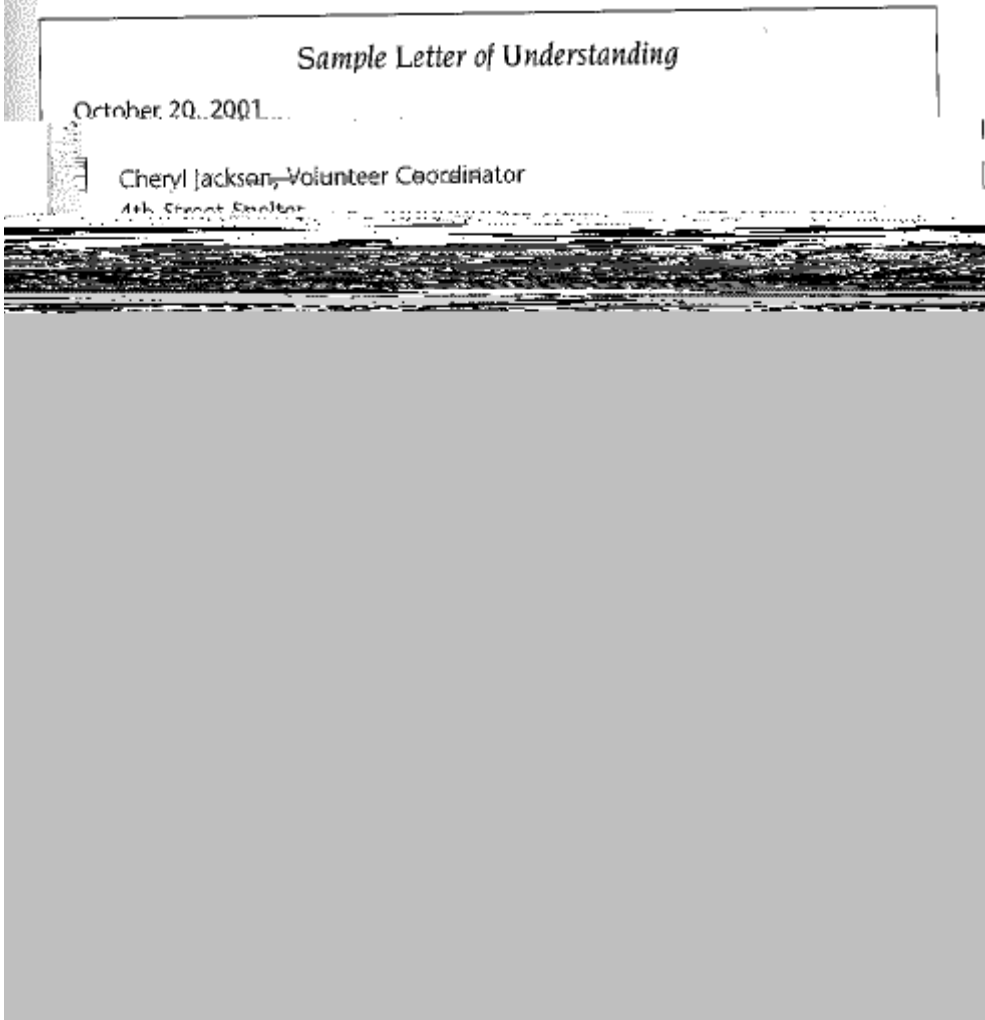
Letter of Understanding

A letter of understanding acts as a contract between students and the community organization that they will be working with. Based on conversations with students and community organizations, the letter of understanding details project expectations for both parties.

It should include:

- A brief explanation of the purpose of the letter
- A statement of project(s) objectives and how students propose to meet them
- A request for anything students need from the community partner
- A timeline for drafts or key parts of the project, meetings, and/or completion dates
- Methods for communicating
- A closing that invites response and expresses professionalism and warmth

Sample from Deans, Thomas. *Writing and Community Action: A Service-Learning Rhetoric with Readings*. New York: Longman, 2003. 353-354.



WHAT WE NEED FROM YOU

In order to create the brochure, we will need a few things from you, including:

- Basic information on your hours of operation, as well as the name of at least one current volunteer to feature in the brochure
- The shelter logo, in digital format, if you have it
- Photos, if you have them
- Your preferred software format, if any, so that we can use it in the future
- Your constructive feedback on drafts

Hopefully, we can get most of these things at our

DEADLINE

As we discussed, it makes sense for each of us to volunteer at the shelter for at least a week so that we can understand how 4th Street Shelter

operates and what we need to do to make it a better place for our clients.

Our timeline for the brochure project is as follows:

October 29 - Meeting to discuss the project and assign tasks

November 5 - Draft brochure ready for review

November 8 - 15 - Review and feedback period

November 15 - 22 - Revise draft and resubmit another draft, if needed

November 22 - 29 - Final draft ready for printing

November 29 - Print and distribution of brochures

December 6 - Submit a final draft on paper and disk

December 13 - Final proof and printing

December 20 - Brochure ready for distribution

December 27 - Distribution of brochures

January 3 - Brochure available for clients

January 10 - Brochure available for clients

January 17 - Brochure available for clients

January 24 - Brochure available for clients

February 1 - Brochure available for clients

February 8 - Brochure available for clients

February 15 - Brochure available for clients

February 22 - Brochure available for clients

February 29 - Brochure available for clients

March 6 - Brochure available for clients

March 13 - Brochure available for clients

March 20 - Brochure available for clients

March 27 - Brochure available for clients

April 3 - Brochure available for clients

April 10 - Brochure available for clients

April 17 - Brochure available for clients

April 24 - Brochure available for clients

May 1 - Brochure available for clients

May 8 - Brochure available for clients

May 15 - Brochure available for clients

May 22 - Brochure available for clients

May 29 - Brochure available for clients

June 5 - Brochure available for clients

June 12 - Brochure available for clients

June 19 - Brochure available for clients

June 26 - Brochure available for clients

July 3 - Brochure available for clients

July 10 - Brochure available for clients