

California State University, Chico
College of Engineering, Computer Science
and Construction Management



APPLICATION FOR COMMUNITY SERVICE PROJECTS

(add additional pages as necessary to complete the application)

APPLICANT CONTACT INFORMATION

Contact person:

Telephone:

E-mail address:

APPLICANT ORGANIZATION

Name of organization:

Description of organization/what you do:

Mission Statement (*if applicable*):

Website address:

Is the organization a registered 501(c)(3)? Yes No

Is the organization insured? Yes No

TYPE OF PROJECT

Project Mission/who will the project serve:

Location of project:

Description of project/work to be done:

Special requirements (drawings/engineering/permits/entitlements, etc.):

Any approvals from Boards/jurisdictions/parent organizations:

Volunteer special skills requirement:

Project Date: To be mutually agreed upon

PROJECT RESOURCES

Total project budget (if known): \$ _____

Amount of project funding already secured? \$ _____

Source of remaining (grant\fund raising etc):

Other available project resources (not including funding):

Sample MOU

Memorandum of Understanding for _____ Project

This Agreement, made and entered into by and between the State of California, acting through its Trustees of the California State University, on behalf of California State University, Chico, hereafter referred to as "University", and **Client Name**, hereafter referred to as "Owner", shall become effective upon the date of full execution.

Whereas University is an educational institution with a Construction Management Department, and whereas Owner is a non-profit organization needing assistance with the **Title of Project and Address**, hereafter referred to as "the Project", the parties agree as follows:

Statement of Work

Owner shall be responsible for providing all materials, equipment and supplies for the Project. University agrees to contribute student labor towards the Project. A complete description of the Project is set forth in Exhibit A, and is attached hereto and made a part of this Agreement.

Term - Commencement Date and Time of Completion

The term of this Agreement will commence on or about **Month, Day Year**, but not before Owner gives University notice to begin construction. The Project shall be completed on or about **Month, Dy Year**.

Price and payment

University and Owner agree there will be no compensation for the services provided under this Agreement.

Students

Students from University's Construction Management Department will assist in providing labor for the Project. Students shall at no time be considered employees of University.

Permits

Owner shall be responsible for obtaining all necessary licenses and permits, and for complying with any applicable federal, state and municipal laws, codes and regulations associated with the Project.

Indemnity and Insurance

Owner agrees to carry Comprehensive or Commercial Form General Liability insurance with minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 General Aggregate. Owner

Signatures

It is mutually understood and agreed that no alterations or variations of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

In Witness Whereof, this agreement has been executed by the parties hereto as of the last date written below.

University:
California State University, Chico

Owner:
Client Company

Name
Director Procurement & Contract Services

Name
Director of Business Services

Date

Date

Exhibit A

Project Description

To be determined

Description of Activities

To be determined

Scope of Work for C.S.U., Chico Student Volunteers

To be determined