

# USF Mission Integration and Community Engagement Agreement

This USF Staff Mission Integration and Community Engagement Agreement should be used in all instances in which an employee is requesting a paid Day of Service or Mission.

This agreement is between the University of San Francisco and \_\_\_\_\_ (“you”), and must be approved in USFWorks by the employee’s supervisor at least two weeks in advance of the employee’s **Mission Integration and Community Engagement** work. This Agreement specifically states that the employee is taking a paid release day, such that the employee may provide service of their choice to an organization or a mission activity of their choice. The employee agrees that no services provided during the release day benefit any candidate, political party or piece of legislation.

The employee assumes all risks associated with their selected service or mission activity.

- A. We (USF and you) agree that you will serve for \_\_\_\_\_ [name of organization] on \_\_\_\_\_ [date].
- B. You understand that this service arrangement is between you and \_\_\_\_\_ [name of organization] and that USF bears no responsibility related to the voluntary or mission activity you have chosen.

UNDERSTOOD AND AGREED:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title