**Draft Community Partner Letter**

**Dear Potential Community Partner,**

My name is [\_\_\_\_\_\_], and I teach a course on [\_\_\_\_\_\_\_\_\_\_] at Sacramento State. I am reaching out to you to ask that you consider working as a co-educator with me and the students in my class as they participate in Community-Engaged Learning. This teaching strategy supports students to work with community partners in ways that are educationally beneficial to them and professionally beneficial to you and your organization.

The course I teach provides students with knowledge and skills in [\_\_\_\_\_\_\_\_\_\_\_]. My goal is to provide students with the opportunity to [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]. I am seeking to build a new partnership with a local organization which might be interested in the kind of support my students and I can provide. Though the students engage in these activities as a way of obtaining course credit, it vastly enhances their learning to be able to connect it to real-world situations and social issues. It offers students a way of “learning by doing,” also known as Community-Engaged Learning.

**Community-Engaged Learning helps students to:**

* Develop their capacity to understand and address complex social issues
* Think critically and develop problem solving skills
* Improve written and oral communication skills
* Build and strengthen leadership qualities and skills
* Explore careers

In the past community partners and employers have told us that the skills listed above are desirable for those seeking potential interns and/or employees.

**Students in Community-Engaged Learning courses support community partners by assisting with:**

* Addressing specific needs your organization has
* Providing direct service to clients or service in support of your programming
* Assisting with and/or developing a project for your organization
* Building capacity in your organization
* Developing creative solutions to problems

Our students are still learning and not yet professionals but are well-trained and interested in this kind of experience. Each student would provide approximately [\_\_\_] hours of service to your organization. According to the Independent Sector, the value of volunteer time for an individual in California, if paid, would be $38.61 per hour (as of 2023). Giving students the opportunity to support your agency through Community-Engaged Learning could be a savings of funds, time and personnel. I hope such a commitment from them would be helpful to you.

If you are interested in this type of collaboration, let’s arrange a time to meet and discuss how we might shape this opportunity to meet your organization’s needs and the learning outcomes for the course. If you do not currently have a Community Partnership Agreement with Sacramento State, we can also work with you to secure one. We hope to begin working with you [enter month/semester].

Please contact me directly by phone [\_\_\_\_\_\_\_\_\_] or email [\_\_\_\_\_\_\_\_\_\_\_\_] if you’d like to talk more about this possibility or have any questions. You may also contact the Sacramento State Community Engagement Center at 916-278-4610 or at [cec@csus.edu](mailto:cec@csus.edu)

We look forward to hearing from you.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_]