

**COMMUNITY  
PARTNER**

**FACULTY/  
STAFF**

**COMMUNITY  
ENGAGEMENT  
CENTER**

**CONTRACT  
SERVICES**

1. Contact Faculty/Staff  
OR Community  
Engagement Center  
(CEC) at Sac State

2. Submits Request  
for New Community  
Partnership  
Agreement

3. Receives/Vets  
Request, Sends to  
Contracts Office

4. Sends an  
Agreement to  
Community Partner

5. Returns Signed  
Agreement to  
Contract Services

No Action Required

7. Notified When  
Agreement is Executed  
and Informs all Parties

8. No Action  
Required

