

**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
Learning
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

