

CHECKLIST FOR COMMUNITY BASED ORGANIZATION VISIT

<input type="checkbox"/> Register Organization on UNCP Serve	<i>CBO</i>
<input type="checkbox"/> Arrange an In-Person or Webex Site Visit	<i>CCE Staff and CBO</i>
<input type="checkbox"/> Mission of the Community Partner and UNCP CCE's mission <ul style="list-style-type: none"> • What role should the CCE Office play with your CBO? • What level of partnership best fits with your CBO (i.e. academic service-learning, other opportunities on campus, co-curricular)? 	<i>CCE Staff and CBO</i> <i>CBO will identify the role CCE will play throughout the partnership. CCE staff will connect CBO with CCE staff and that oversee programs in each level of partnership.</i>
<input type="checkbox"/> Discuss the Nature of Partnership <ul style="list-style-type: none"> • How many student/s volunteers can be engaged at your CBO? • How will student/s work fit with their academic objectives? • What will student/s learn that they can apply to their academic discipline? • What department/s on UNCP's campus fit best with your organization's mission and population served? <p style="margin-left: 40px;"> <input type="checkbox"/> Accounting and Finance <input type="checkbox"/> American Indian Studies <input type="checkbox"/> Art <input type="checkbox"/> Biology <input type="checkbox"/> Business Administration <input type="checkbox"/> Counseling <input type="checkbox"/> History <input type="checkbox"/> Mass Communication <input type="checkbox"/> Nursing <input type="checkbox"/> Philosophy & Religion <input type="checkbox"/> Political Science & Public Administration <input type="checkbox"/> Psychology <input type="checkbox"/> Social Work <input type="checkbox"/> Sociology & Criminal Justice <input type="checkbox"/> Other <hr style="width: 40%; margin-left: 0;"/> </p> <ul style="list-style-type: none"> • What training/orientation does the CBO provide? • Who will supervise student/s volunteers? <i>Is this person listed as the Agency Contact?</i> Is there a back-up supervisor? Who should student/s contact if they will be absent or late? • Do student/s need to complete a waiver form or any other forms prior to volunteering? 	<i>Conversation between CBO and CCE Staff. Ideally, the Agency Contact, Director, as well as anyone who will supervise students should participate in this meeting.</i>
<input type="checkbox"/> Logistics <ul style="list-style-type: none"> • What will student/s volunteers need to do to check-in at the site? • What type of clothing should student/s wear (i.e. closed toed shoes; professional dress; casual dress)? 	<i>Conversation between CBO and CCE Staff. CCE Staff should obtain all the information needed to create intentional and impactful volunteer opportunities for UNCP student/s</i>

<ul style="list-style-type: none"> • What hours of the day can student/s volunteer? • Where will the student/s volunteer? Are they provided with necessary materials? Will students be asked to bring any materials with them? • Who should the University contact at the CBO in case of an emergency? • Who should CCE Staff recommend the CBO contact at the University? 	
<input type="checkbox"/> Risk Identification <ul style="list-style-type: none"> • Does the CBO cover liability coverage? <i>The University carries general liability insurance for volunteers.</i> • Outline the specific risks involved at this CBO. 	<p><i>CCE Staff should collect any forms or information that the CBO will be giving students. This should be kept on file in the CCE Office.</i></p>
<input type="checkbox"/> Evaluations <ul style="list-style-type: none"> • What evaluations/surveys will be requested? • At what time throughout the volunteer opportunity will surveys/evaluations be requested by the CBO? • How will the information from the surveys/evaluations be used in the future? 	<p><i>CCE Staff should explain why they are collecting evaluations, and ask if there are any that the CBO would like to have completed by student/s.</i></p>
<input type="checkbox"/> Tour of Site <ul style="list-style-type: none"> • CBO should give CCE staff a tour of any facilities or sites in which student/s will be volunteering. • CBO should introduce CCE staff to any staff that will supervise student/s or work directly with student/s. 	<p><i>This is an important step for CCE Staff to see where student/s will be conducting volunteer opportunities.</i></p>
<input type="checkbox"/> Preparing All Signed Forms and Agreements <ul style="list-style-type: none"> • Community Partner Agreement Form (CPAF); <i>should include all aspects of the partnership that were discussed during the site visit.</i> • Must be signed by CCE staff at the University and Community Partner Representative 	<p><i>CCE Staff should discuss the CPAF and have the Agency Contact or Director sign off, as well as CCE Staff.</i></p>

Key terms: CCE=Office for Community & Civic Engagement; UNCP=The University of North Carolina at Pembroke; CBO=Community Based Organization; CP=Community Partner; CPAF=Community Partner Agreement Form

Checklist Completed by:

Signature: _____

Print Name & Title: _____

Date: _____

Community Partner Representative

Signature: _____

Print Name & Title: _____

Date: _____