

CHECKLIST FOR COMMUNITY BASED ORGANIZATION (CBO) VISIT

<ul style="list-style-type: none"> • Register Organization on UNCP Serve 	CBO
<ul style="list-style-type: none"> • Arrange an In-Person or Webex Site Visit 	LLC Staff and CBO
<ul style="list-style-type: none"> • Mission of the Community Partner and UNCP LLC's mission <ul style="list-style-type: none"> • What role should the LLC 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)? 	<p>LLC Staff and CBO</p> <p><i>CBO will identify the role LLC will play throughout the partnership. LLC staff will connect CBO with LLC staff and that oversee programs in each level of partnership.</i></p>
<ul style="list-style-type: none"> • 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? <div style="margin-left: 40px;"> <p>_____ Accounting and Finance</p> <p>_____ American Indian Studies</p> <p>_____ Art</p> <p>_____ Biology</p> <p>_____ Business Administration</p> <p>_____ Counseling</p> <p>_____ History</p> <p>_____ Mass Communication</p> <p>_____ Nursing</p> <p>_____ Philosophy & Religion</p> <p>_____ Political Science & Public Administration</p> <p>_____ Psychology</p> <p>_____ Social Work</p> <p>_____ Sociology & Criminal Justice</p> <p>_____ Other</p> <p>_____</p> </div> • 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? 	<p><i>Conversation between CBO and LLC Staff. Ideally, the Agency Contact, Director, as well as anyone who will supervise students should participate in this meeting.</i></p>
<ul style="list-style-type: none"> • 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)? • What hours of the day can student/s volunteer? 	<p><i>Conversation between CBO and LLC Staff. LLC Staff should obtain all the information needed to create intentional and impactful volunteer opportunities for UNCP student/s</i></p>

<ul style="list-style-type: none"> 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 LLC Staff recommend the CBO contact at the University? 	
<ul style="list-style-type: none"> 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>LLC Staff should collect any forms or information that the CBO will be giving students. This should be kept on file in the LLC Office.</i></p>
<ul style="list-style-type: none"> 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>LLC 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>
<ul style="list-style-type: none"> Tour of Site <ul style="list-style-type: none"> CBO should give LLC staff a tour of any facilities or sites in which student/s will be volunteering. CBO should introduce LLC staff to any staff that will supervise student/s or work directly with student/s. 	<p><i>This is an important step for LLC Staff to see where student/s will be conducting volunteer opportunities.</i></p>
<ul style="list-style-type: none"> 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 LLC staff at the University and Community Partner Representative 	<p><i>LLC Staff should discuss the CPAF and have the Agency Contact or Director sign off, as well as LLC Staff.</i></p>

Key terms: LLC=Office for Leadership, Learning & Community; 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: _____