

CHECKLIST FOR COMMUNITY BASED ORGANIZATION (CBO) VISIT

<ul style="list-style-type: none"> • Register Organization on UNCP Serve 	<p><i>CBO</i></p>
<ul style="list-style-type: none"> • Arrange an In-Person or Webex Site Visit 	<p><i>LLC Staff and CBO</i></p>
<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><i>LLC Staff and CBO</i></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? <p>_____ Accounting and Finance _____ American Indian Studies _____ Art _____ Biology _____ Business Administration _____ Counseling _____ History _____ Mass Communication _____ Nursing _____ Philosophy & Religion _____ Political Science & Public Administration _____ Psychology _____ Social Work _____ Sociology & Criminal Justice _____ Other</p> <hr/> <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? 	<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: _____