



Community Site Visit Checklist

Community Based Organization (CBO): _____

Street Address: _____ Zip Code _____

Mailing Address: _____

General Phone #: (_____) _____ Fax#: (_____) _____

Email address: _____ Website: http://_____

Person Interviewed: _____ Title: _____

Has any personnel attended a Service Learning Institute (SLI) orientation workshop? Yes No

Month/Year _____ / _____ Attendee: _____

Check the boxes below as you complete discussion of each topic with CBO:

1. CBO and CSUMB & SLI missions: **Provide a brief description of CBO mission and population served:**

2. **Logistics:**

a. Student Supervisor/Position: _____

b. Phone: (_____) _____ Email _____

c. What is the maximum number of students you can accept/supervise? _____

d. Who should students call if they will be absent/late?

Name _____ Phone (_____) _____

e. Public transportation route available? Yes No Closest stop: _____

f. What do students need to do to check in at the site?

g. How will students track their hours at the site? _____

Hours that students can perform service activities:

Project	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

3. **Training and Orientation:** Agency has a plan for training/orientation that includes:

Yes No **Safety Policies/Procedures**

Yes No **Confidentiality**

Yes No **Community Overview**

Yes No **Sexual Harassment**

Yes No **Emergencies**

Yes No **Mandatory Reporting on Abuse/Neglect**

If no to any of these, SLI staff has discussed its inclusion with CBO: Yes No

a. What kind of orientation should SLI give to students **before** sending them to this placement?

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- b. Is there any specific training that the CBO will provide? Yes No **If Yes, please attach description**
- c. Should students meet with site supervisor prior to first service day? Yes No
- d. Where will the students work? _____
- e. What materials will be provided or made accessible to them?
- f. Will students be asked to bring any materials? Yes No, Explain:

4. Tour of site

- a. CBO has given SLI staff and/or faculty member a tour of facilities where students will be working and introduced SLI Staff/faculty to CBO staff that will supervise students Yes No
- b. Description of site(s):
- c. Will CBO send service learners to serve at sites other than at the primary address? Yes No
Please attach addresses or descriptions of areas students will serve:
- d. Handicapped accessibility: Yes No

5. Risk Identification

- a. Does your organization have a formal volunteer process in place? Yes No
- b. Are service learning students eligible to sign-up as volunteers? Yes No
- c. Will students ever work unsupervised with clients? Yes No
- d. Will the CBO maintain student's emergency contact info? Yes No
- e. Does CBO have general liability insurance policy? Yes No **If Yes, please supply a copy.**
- f. Will the CBO cover worker's compensation for service learners? Yes No
- g. Are there specific health and safety risks associated with the student's specific work assignment?
- h. Has there been any history of violence, environmental hazards or other health and safety risks on the site? Explain:
- i. What safety precautions would you recommend for students working at your site?

6. Additional comments regarding:

- a. Please describe your policy on privacy rights of your clients: Policy Attached
- b. Appropriate attire: _____
- c. Will students be asked to buy anything Yes No **If yes...will they be reimbursed?** Yes No
- d. Travel for CBO business: in company car? Yes No
- e. Travel in student's own car? Yes No **NOTE: SERVICE LEARNERS ARE NOT TO USE PERSONAL VEHICLES TO PROVIDE SERVICES FOR THE CBO.**
- f. Allowed to take pictures? Yes No (Clearance form needed) Yes No
- g. **Evaluations:**
Evaluation of CBO experience with SLI to be completed by whom? _____
Evaluation of Student Performance to be completed by whom? _____

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7. CBO Requirements and Preferences:

Languages required: _____ Languages preferred: _____

- CA Drivers License required preferred not required
- CPR required preferred not required
- 18 or older required preferred not required
- Computer Literacy required preferred not required
- First Aid adult/child/infant required preferred not required

Special Training

8. Tuberculosis/ Background Check Requirement:

TB test is required. Yes No If yes... is test paid for by organization? Yes No

Background Check is required. Yes No

If yes... is Background Check paid for by organization Yes No

Background Check is *not* required if community partner supervisor is in classroom or on-site at all times. Yes No

For all organizations:

Please provide written policies or briefly summarize background check and TB testing policies: Policy attached

Supervisor for signature and questions:

I have met with the CSUMB representative below to discuss the items above. The information in this site visit checklist is accurate.

Name (Print)

Signature

Date

Title

Name of CSUMB representative interviewer:

I have made sure that all of the questions have been answered thoroughly and accurately.

Name (Print)

Signature

Date

Title