CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# Community Site Visit Checklist

Community Based Organization (CBO): _____

Street Address: Zip Code _____

Mailing Address: _____

General Phone #: (____ )_____Fax#: (____)_____

Email address: _____ Website: http://_____

Person Interviewed:_____ Title:_____

Print name of CBO staff to review and complete the (attached) ***ORIENTATION CHECKLIST***: _____

Date: Month _____ Day _____ Year_____

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

1. ☐ CBO mission: Attach a description of the CBO mission that includes the following:

   What issues does your agency addresses?
   What population does it serve?
   What kind of activities will service learning students be likely to participate in that will require the assistance of the CBO?
   Are there any special or community-based research projects with which faculty, a class, or a group of students might assist?
   Does your agency mission include short-term help projects or events such as blood drives, neighborhood clean-up, etc.?

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. Describe site check-in procedure: _____

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

Service learning students generally complete their service during the course of a ten-week quarter. How many hours per week or quarter would you prefer/require? _____ Is their a minimum number of hours students may serve at your agency? Yes☐ No ☐

| Project Name | Hours assigned per quarter | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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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, CSULA staff has discussed its inclusion with CBO: ☐ Yes ☐ No

a. What kind of orientation should CSULA give to students before sending them to this placement (attach or explain)?
_____

b. Is there any specific training that the CBO will provide? ☐ Yes ☐ No
c. Should students meet with site supervisor prior to first service day? ☐ Yes ☐ No
d. What materials (if any) will be provided or made accessible to them? _____
e. Will student(s) be asked to bring any materials? ☐ Yes ☐ No, Explain:

_____
_____
_____

f. Are students required to bring/provide materials? ☐ Yes ☐ No

**4. Tour of site**

a. CBO has given CSULA staff and/or faculty member a tour of facilities where students will be working and introduced CSULA staff/faculty to CBO staff that will supervise student(s)? ☐ 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
If yes, please attach addresses or descriptions of areas students will serve. Attached ☐ Yes ☐ No

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 information? ☐ Yes ☐ No
e. Does CBO have an active general liability insurance policy? ☐ Yes ☐ No **If yes, please supply a copy.**
f. Will the CBO cover workers' compensation for service learners? ☐ Yes ☐ No
g. Please list any specific health and safety risks associated with the student's work assignment?
_____
_____

h. Has there been any history of violence, environmental hazards or other health and safety risks on the site? ☐ No
**If yes**: Explain: _____

# Community Site Visit Checklist

i. What safety precautions would you recommend for students working at your site?

_____

_____

**6. Please provide comments regarding:**

a. Your policy describing the 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 in student's own car? ☐ Yes ☐ No

**NOTE: SERVICE LEARNERS ARE NOT TO USE PERSONAL VEHICLES TO PROVIDE SERVICES FOR THE CBO.**

e. Allowed to take pictures ☐ Yes ☐ No Clearance form needed? ☐ Yes ☐ No

g. **Evaluations:**
Evaluation of CBO experience with CSULA to be completed by?

_____

**NAME** **TITLE**

Evaluation of student performance to be completed by (please print)?

_____

**NAME** **TITLE**

**7. CBO Requirements and Preferences:**

Language required: _____ Language preferred: _____

■ **CA Drivers Licensed** ☐ 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 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

_____

_____

_____

**CBO Supervisor/Point of Contact:**

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

| _____ | _____ | _____ |
|---|---|---|
| Name (please print) | Signature | Date |

_____

Title

**Name of CSULA representative interviewer:**

| _____ | _____ | _____ |
|---|---|---|
| Name (please print) | Signature | Date |

_____

Title

## *Orientation Provided Before First Day of Service*

√ Details related to serving at the site
- Mission of the Community-Based Organization (CBO)
- Who does the Community-Based Organization serve?
- What programs/service does the CBO offer?
- Specific policies and procedures related to the service placement.
- Review any proof of eligibility that is needed (fingerprinting, background check). Who will cover the cost of this? Where should students go to have fingerprinting done?
- Discuss CBO volunteer expectations
- Provide students a job description detailing the work they will do (outlines scope of work). Explain the types of activities that are "outside" the scope of work.
- Give the students their site supervisor's contact information
- Will the students need to meet with the site supervisor prior to beginning their service?
- How closely will the student need to be supervised? By whom?
- Who do the students call if they cannot make their scheduled service, or will be late?
- Discuss appropriate attire when providing service (based on CBO standards)
- Provide specific training for the position
- What will the student learn? What qualities or skills will the students develop?
- Review confidentiality rules for the site. Are pictures or video allowed?
- Review the risks associated with this placement. (Risks should directly reflect those listed in the Learning Plan).
- Explain what students should do if harassment occurs. Whom do they contact?
- Talk about service schedule (total number of hours, days and times of the week, etc.) Also discuss beginning and end of service. Students should not volunteer outside of scheduled hours until requirement is complete.
- Who can students contact with questions or concerns about their placement (CBO contact, and campus contact)?
- Is their a CBO training or Orientation to attend? Where? When? How long?
- Where do students check in at the site on their first day?
- How are students service hours recorded? (For their course and the CBO).
- Give the location of site and directions via personal car or public transportation. Where will students park if they drive? What is the cost associated with parking or taking public transportation? Emphasize that student is responsible for getting to and from the site.
- Who will be evaluating the students' service? Is there a formal evaluation the CBO will fill out?

## *On Site Orientation – Must Occur On or Before First Day of Service*

√ Site Specific Information
- Tour of site – location of restroom and break room.
- Where, and with whom, do students check in each time they arrive at the site?
- Where is the log book kept (to record service hours)?
- Review safety rules of the site, location of emergency exits, and emergency procedures.
- Introduce students to other staff at the agency.
- Emergency Contact Information (*see Student Placement Emergency Contact Information form*): ask students' permission to share with university.
- Review accident procedures at the site and what to do if a student or client is hurt.