GETTING TO KNOW YOUR COMMUNITY PARTNER ORGANIZATION

This is a list of some items that are helpful for students to know about their community partner organization for their community engagement experience.

GET TO KNOW THE PEOPLE

- Who will be overseeing your community engagement experience?
- What is the best way to get in contact with your supervisor?
- Who will you be interacting with on a regular basis?

GET TO KNOW THE ORGANIZATION

- Ask about or look up basic information about the organization you are serving with. This includes:
  - What is the organization’s history?
  - What is their mission statement?
  - How is the organization funded?
  - Who does the organization serve (e.g. homeless youth, veterans, etc.)?
  - What community need does the organization address?

GET TO KNOW THE POLICIES & PROCEDURES

- Are there specific check in policies (e.g. check in with a front office)?
- What are the safety rules? Any emergency procedures?
- Are there specific confidentiality policies you need to know about?
- If you cannot come in due to being sick, late or observing a religious holiday, what do you need to do?
- What happens if your site is closed (e.g. breaks, inclement weather)?

GET TO KNOW WHAT YOU’LL BE DOING

- What will you be doing for your community engagement?
- What is appropriate dress?
- What are the other expectations for your involvement?
- Who will sign off on your hours log and complete an end-of-semester performance evaluation?

GET TO KNOW KEY AREAS

- Learn where you’ll be serving, where to store your belongings, and where the restrooms are. Knowing where to park is also helpful!

QUESTIONS

- Ask any questions if you’re unsure of your duties or expectations for the semester!