ASSESSMENT AND INSPECTION OF COMMUNITY BASED ORGANIZATION AND SERVICE LEARNING SITE

Name of Community Based Organization or Service Learning Site/Program:

Date of Inspection:

Conducted by:

Checklist:

☐ Number of students that can participate
☐ Scheduling Determination and # of hours
☐ Applicable to academic objectives
☐ Supervision responsibility of students
☐ Contact info of program site coordinator
☐ Fingerprinting or background checks needed?
☐ Required training needed? If so, who will provide?
☐ Transportation and parking info at site
☐ Site check-in procedures
☐ On-site contact for students on first service day
☐ Service learning hours / tracking procedures
☐ Type of clothing, equipment, supplies, materials or protective gear needed
☐ On-site emergency contact for students
☐ On-site safety issues or hazards
☐ Surrounding environment information and risks
☐ Precautions needed
☐ Pictures/Videos allowed at site?
☐ Specific site policies
☐ Service Learning Agreement conveyed to and signed by Host/Local Organization (if applicable)

Other Notes: