

**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: