Community-Based Learning

BONNER

CENTER FOR CIVIC ENGAGEMENT

U n i v e r s i t y   o f   R i c h m o n d

Community Partner Worksheet

The following worksheet shows the kind of information you may want to gain from a potential community partner before deciding to incorporate the partner into your course. Tailor this example to meet your needs as you prepare to interview potential partners.

Background

The final selection of community partners is at the sole discretion of the instructor. The questions below will be answered by the community partner. It is best for the faculty member to share a "snapshot" (see the "Course Snapshot for Potential Partners" document) of their course that describes:

- The learning goals for the CBL component
- The timeframe for the project
- The course description

1. **A description of the organization**

   a. Brief background including purpose or mission

   b. Number of employees – full-time and part-time

   c. Do you currently have any University of Richmond volunteers? If so, who is your UR contact?

2. **A brief description of the opportunities to serve/ and or project needs. Please include the following:**

   a. Explanation of how the work supports the mission of your organization

b. Anticipated outcomes, including any tangible projects or completed tasks

c. necessary or preferred skills or talents associated with the task(s)

d. estimated number of volunteers needed and/or hours to complete task (include a minimum or maximum number when appropriate)

e. project duration and any pertinent deadlines

f. any days that your site will be closed during the project duration

3. **Contact Person/Project Coordinator**

Name and title:

E-mail address:

Telephone number:

Preferred mode of contact (e-mail or telephone):

**Best days and times for students' to work at the site:

4. **Site location/address**

Do you know of any transportation options that our students might use to get to your site?

5. **List any requirements that students must meet prior to service** (for example: orientations, health screening, background checks or additional paperwork)