Community Engagement Procedures for Clubs and Organizations
2023-2024

Should clubs be engaging in service, they should consider the following when submitting their request:

1. Students should follow the event request process for their community engagement/service opportunity:
   a. Student should select the "Community Engagement & Service" tag in the event tag dropdown.
   b. Student should indicate in the event request form that the event is a community engagement/service opportunity.
   c. Student should provide as much detail about their event and their campus partner as possible. The CCSJ team will be pulled into the workflow.
   d. Student should submit an Excel spreadsheet with the list of names and emails of students who plan to participate in the service opportunity.
2. Clubs should utilize event registration (prior to the event) and check-in day-of the event. This is an easy way to track attendance and participation.
3. The following items will be checked as part of the approval process:
   a. CCSJ will ensure there is an updated Community Partner Affiliation agreement with the community partner listed in the event request.
      i. If there is not an updated agreement on file, CCSJ will provide the agreement document to be signed by the community partner. The student organization will be responsible for having the document signed by the community partner contact and providing them a finalized version after it has been signed by the partner and the University.
   b. CCSJ will use the submitted Excel sheet to assign the "Community Engagement Modules & Quizzes" checklist to the expected participants. All students are required to complete these modules prior to registering to attend the service opportunity.
   c. OSE will reserve Motor Pool (when requested) for club transportation to service site.
   d. OSE will identify whether completion of Youth Safety Training is needed for the event, and work with CCSJ to ensure the "Protecting Youth Safety Training & Expectations" checklist is assigned to the expected participants.

CCSJ and OSE will monitor module completions and event registrations to ensure consistency and that those registered have completed the required modules.

NOTE: Requiring registration and utilizing the check-in/check-out features allows CCSJ ability to track service hours per student.