**Community Service Learning (CSL) Project Proposal Form** 

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**U-Links Administration Only**

**Recommended Courses and/or Disciplines** *(i.e. GEOG, FRSC, IDST, ERSC, PSYCH or Alternatives):*

**Recommended Faculty:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT TITLE:**

**A – CONTACT INFORMATION**

Today’s Date:

Contact person:

Phone:

Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B – COMMUNITY ORGANIZATION**

Organization’s name and address:

Briefly state the organization’s purpose and the products or services offered:

Has an immediate supervisor or board approved this application?

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**C - PROJECT SCOPE AND VALUE**

Select the theme(s) for your project (check all that apply):

 Cultural Economic Environmental Social Other:

Please indicate the approximate number of students needed for your project:

Describe the purpose of the project:

How will the project benefit your organization and/or clients?

How will this project benefit Haliburton County?

What are the possible learning outcomes for the student(s) (i.e. applied learning, problem solving, oral/written communication skills, data collection, teamwork, decision-making, enhancing initiative, social awareness etc.)?

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**D – SPECIFIC REQUIREMENTS**

Will students require any specific screening or training? (i.e. police checks, confidentiality agreements, CPR, WHMIS):

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**E – POLICIES AND PROCEDURES**

Describe any organizational policies and procedures relevant to the CSL project that students must be aware of, and adhere to, in order to perform their CSL activities:

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**F – CSL PROJECT DESIGN**

**The following questions are to help you plan your CSL project for the final project proposal draft:**

1. What are the dates of the CSL project activities?
2. What is the location where the CSL project will occur?
3. Who will be the onsite supervisor of the students, and how will students contact this individual during volunteering if needed?
4. Describe the environment or context in which the project activities will occur:
5. What type of work will the student(s) contribute (i.e. front line client support, event assistance, surveying, fundraising, field work etc.)?
6. Please describe, in detail, the student(s) tasks and responsibilities:
7. What contingency plans will be in place for any unexpected circumstances, and how will students access or implement them?
8. How many hours (15-25 max.) will student(s) volunteer toward the entire project?
9. How many return trips (3 max.) will be required to Haliburton County to complete the CSL project?

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**G – CSL PROJECT SCHEDULE***(This section should be completed by the final draft)*

Please outline the tasks and timelines involved in the CSL project. This section should clearly list the student(s) requirements (i.e. vulnerable sector checks, project orientations) and deadline dates leading up to the CSL activities or events (i.e. meeting location, date, times), clearly delineate responsibilities or activities (i.e. procedures,) and scheduling. Adapt this section as necessary to reflect your specific project.

Task:

Objective:

Date:

Task:

Objective:

Date:

Task:

Objective:

Date:

*Please ensure that your onsite CSL event or activity is* ***well planned and organized*** *for optimal project results and student CSL experience.*

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**H – RESOURCES**

What non-financial resources are needed and in place to support the CSL project? *All known resources should be listed here (i.e. available data, staff support, access to pre-existing office supplies, training, etc.).*

What financial resources are needed, and in place, to support the CSL project?

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**I – CSL PROJECT IMPACT**

How will the impact of the CSL project be shared with the broader community (check all that apply)?

 Conference/forum

 Newsletter, outreach materials

 Video

 Workshop

 Not sure of the above, let’s talk some more

If there are special circumstances where project impact might not be made public, please explain:

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**J - ACKNOWLEDGEMENT**

How you will credit U-Links when communicating the CSL project benefits in future (i.e. citing U-Links in documents, displaying our logo, etc.)?

Following successful completion of the CSL project, with outcomes beneficial to the goals of your organization, would you consider a financial contribution to U-Links?

Can we post your logo on our website? ☐ Yes ☐ No

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**K – PROJECT PROMOTION**

Please “insert” an image below to help promote your project proposal.