

## Service Learning & Civic Engagement Pre-Project Check List

Thank you for your interest in Civic Engagement and Service Learning at CLC. Civic Engagement and Service Learning are important strategic priorities at our College! **To help assure that our projects are successful and comply with MnSCU policies, please fill out this short form and forward it to your respective dean and to myself at [rbest@clcmn.edu](mailto:rbest@clcmn.edu) If you are a club/organization advisor please forward this form to [ehppner@clcmn.edu](mailto:ehppner@clcmn.edu)** It is important that, all students and staff are aware of, and complying with all policies. Thank you in advance for your help in making sure this is achieved and for all your work on valuable projects for student learning and engagement in our communities!

1. Is the proposed project a part of an academic program or class? Yes\_\_\_ No\_\_\_

2. Is the proposed project a part of a campus club/organization or sports team? Yes\_\_\_ No\_\_\_

**(If the project belongs to an academic program or class it is classified as a Service Learning Project. If the project belongs to a club/organization or sports team it is classified as a Civic Engagement Project.)**

3. Which CLC Strategic Plan Goal does your project align with? \_\_\_\_\_

<http://www.clcmn.edu/institutionaleffectiveness/CollegePlanning.html>

4. Who is leading this project? \_\_\_\_\_ If a CLC faculty or staff member will be on site for this project please provide their name \_\_\_\_\_

5. If travel is involved are you in compliance with all travel policies and procedures? Yes\_\_\_ No\_\_\_

<http://www.mnscu.edu/board/procedure/519p3.html>

6. For this project do you plan on using state vehicles with student drivers? Yes\_\_\_ No\_\_\_

7. Have the student drivers been approved to drive state vehicles? Yes\_\_\_ No\_\_\_

<http://www.mnscu.edu/board/procedure/519p3g1-consent.html>

8. Will this project involve non-student volunteers? Yes\_\_\_ No\_\_\_

<http://www.mnscu.edu/board/procedure/400p1.html>

9. Will this project involve fundraising? Yes\_\_\_ No\_\_\_ If so have you filled out a fundraising request form?

<http://www.clcmn.edu/studentlife/clubsandorgs.html>

10. Have you considered if this project will compete with the private sector? Yes\_\_\_ No\_\_\_

<http://www.mnscu.edu/board/procedure/706p1.html>

11. Please describe the project.

12. What is your expected learner outcome related to your course for this project? (For Service Learning Projects Only)