****

**Service – Learning Orientation Checklist**

**Orientation Provided Before First Day of Service**

* Mission of the community partner.
* Who are the clients of the community partner?
* What programs/service does the community partner offer?
* Specific policies and procedures related to the service placement.
* Review any proof of eligibility that is needed (fingerprinting, background check).
* Who will cover the cost? Where should students go to have fingerprinting done?
* Provide students a job description detailing the work they will do (outlines scope of work).
* Explain the types of activities that are “outside” the scope of work.
* Give the students their site supervisor’s contact information.
* How closely will the students be supervised? By whom?
* Who do the students call if they cannot make their scheduled service, or will be late?
* Discuss appropriate attire when providing service (based on community partner’s standards).
* Provide specific training for the position.
* What will the students learn? What qualities or skills will the students develop?
* Review confidentiality rules for the site. Are pictures or video allowed?
* Review the risks associated with this placement.
* Explain what students should do if harassment occurs. Whom do they contact?
* Talk about service schedule (total number of hours, days and times of the week, etc.). Also discuss beginning and end of service. Students should not volunteer outside of scheduled hours until requirement is complete.
* Where do students check in at the site on their first day?
* How are students’ service hours recorded?

**Site-Specific Information**

* Tour of site—location of restroom and break room.
* Where, and with whom, do students check in each time they arrive at the site?
* Where is the logbook kept (to record service hours)?
* Review safety rules of the site, location of emergency exits, and emergency procedures.
* Introduce students to other staff at the agency.
* Emergency Contact Information.
* Review accident procedures at the site and what to do if a student or client is hurt.