**COMMUNITY SERVICE-LEARNING (CSL) - PROJECT PROPOSALS**

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| **The Biidaaban Community Service-Learning program, based in the Office of Indigenous Initiatives at Nipissing University, connects community organizations with university students and faculty, to complete community generated projects for course credit.**  Students complete the work in class, under the guidance of their professor, and outcomes are shared with the community partner once finished. Projects can take anywhere from 10 hours to 40 hours.  The following tool is intended to help guide conversations with your organization’s staff, board members, clients and/or volunteers, to generate various project opportunities for students to support your organization.  Please return this form to Christine Benoit, Community Service-Learning Officer, at [christb@nipissingu.ca](mailto:christb@nipissingu.ca) by August 27th, so that we may find students in a related course to support you. |
| **Section 1**  **Name of your organization:**  **Please provide a brief description of your mandate below:**   |  | | --- | | *Enter Text Here:* | |
| **Section 2**  **What types of support does your organization offer? Please check all that apply.**   |  |  |  |  | | --- | --- | --- | --- | | ☐ Food Security/Services  ☐ Housing  ☐ Family Support &/or Advocacy  ☐ Mental Health & Addictions  ☐ Community Events  ☐ Adults with developmental disabilities  ☐ Youth Services  ☐ Acute Care | ☐ Arts & Culture  ☐ Education  ☐ Seniors  ☐ Bereavement Support  ☐ Palliative Care  ☐ Employment  ☐ Health & Medical Improvements  ☐ Fundraising  ☐ Service navigation | ☐ Service Navigation  ☐ Justice Programs  ☐ Outreach  ☐ Newcomer services  ☐ Other (Please Specify):   |  | | --- | | *Enter Text Here:* | | |
| **Section 3**  **Who is your client base/the community you support?**   |  | | --- | | *Enter Text Here:* | |
| **Section 4**  **What areas would you like to have university students provide support in?**   |  |  |  |  | | --- | --- | --- | --- | | ☐ Assisting with programming, projects or events  ☐ Fundraising  ☐ Advocacy  ☐ Creative services  ☐ Augmenting reach and visibility of organization  ☐ Hosting a Facebook live event  ☐ Review of print material and online content for edit recommendations  ☐ Creating meaningful and/or tailored supports for clients and community  ☐ Attending community meetings/events, board meetings, volunteer meetings, etc. | ☐ Creating/Editing print material and communication tools (brochures, infographics, newsletters, etc…)  ☐ Website updates/maintenance  ☐ Social media content generation, planning & engagement  ☐ Event planning and logistics  ☐ Assistance with strategic planning  ☐ Research  ☐ Grant proposal research and & writing  ☐ Developing marketing tools  ☐ Developing community outreach strategies  ☐ Building awareness  ☐ Translating information | ☐ Administrative support (i.e. update documents/databases)  ☐ Creating and conducting interviews/surveys  ☐ Technical support  ☐ Multimedia content creation  ☐ Online market research  ☐ Policy recommendations  ☐ Outreach and public education  ☐ Other (Please Specify):   |  | | --- | | *Enter Text Here:* | | |
| **Section 5**  **Please describe the types of project(s) a university student can complete for your organization:**   |  | | --- | | *Enter Text Here:*  **Preferred term**:  ☐ Fall term: September to November 2020. (Exams in December) (10-20 hours)  ☐ Winter term: January to March 2021 (Exams in April) (10-20 hours)  ☐ Both (40 hours) ☐ No preference / Either (10-20 hours) |   **Section 6 : FAQs**  **Our capacity as an organization is very limited at this time. How much time will I have to commit to this partnership?**  The time allotted depends largely on capacity and the project at hand. A typical partnership would consist of a few steps, and look something like this:   1. Drafting of project opportunity and submission. 2. Virtual presentation of project to individual student, group of students, or entire class. 3. Email exchanges between the community organization and the student/group of students. It is also recommended that you plan some virtual visits. 4. Final presentation of results by students to organization   Other optional components:   * Students to attend staff, volunteer, or board meetings * Giving a virtual tour of your organization’s physical space(s) * Organising a meet and greet with other staff, clients, or other folks * Etc.   **What should I include in the project presentation?**  Set very clear expectations:   * Introduce the project * Introduce the organization (what you do, why you do it, and how) * Timelines * Roles and responsibilities * Desired outcomes * Best methods of communication (Contact person, email, phone, hours, capacity, etc.)   *\*Clear expectations allow for increased independence. The professor and Community Service-Learning Officer are available to answer student questions as best they can, before approaching the organization for clarification. Students will be briefed on streamlining communications.*  *\*\* If you have more than one project, you will need to produce one presentation per project.*  **Can I submit more than one project? What if my project is multi-faceted (marketing, fundraising and building awareness, etc.) ?**  Multiple projects can be submitted by an organization. One project can be straightforward, or consist of various tasks (ex.: event planning).  A smaller project may be taken on by one student only. With larger projects, classrooms are divided into sub-groups of students. More complex project submissions, that require a higher level of thinking, creativity, strategy and research, may be assigned to an entire classroom. |
| *Thank you for taking the time to complete this form.*  *If you have any questions, please contact Christine Benoit, Email:* [*christb@nipissingu.ca*](mailto:christb@nipissingu.ca) */ Phone 705-358-1172.* |