

Student Organization

Handbook

*2019­2020*

# Table of Contents

Introduction to the CCE

Our Approach to Student Organizations

Mutual Expectations in the Advising Relationship

Adviser Agreement

Student Leader Expectations

Nuts and Bolts: A Logistics Guide

Event Planning

Event Planning Checklist

Student Events Summit

Co-Sponsoring Events

How-to Guides

Helpful Event Planning Links:

Important Contacts

CCE Alcohol Policy

Finances

Helpful CCSGA Website links

Tax Exempt Status

Reimbursements

P-Card Purchases

Budgeting

Important Contacts

CC Finance & Administration Dept Student Clubs Resources

Special Funding through the CCE

Transportation

Becoming a Certified Driver

Reserving a CC Vehicle

Important Contacts

Helpful Links

Publicity

Summit

1. Recruit new members
2. Communicate with members
3. Share a group calendar
4. Publicize events & community engagement programs
5. Easily document your group’s engagement hours
6. Collect Consent Forms

Safety and Liability

Rules and Policies

Consent Forms

Applying to the IRB For CBR involving human participants

Best Practices in Community Partnerships

Practical tips

Diversity & Understanding

# Introduction to the CCE

The CCE integrates community engagement with learning and scholarship in ways that strengthen and transform both in the process. We aim to benefit both students and communities through: (1) propelling education and research into the world, toward creating collaborative solutions to social challenges; and (2) enabling community based work to become a vehicle for intellectual, moral, and personal development for students.

Our office supports engaged learning and scholarship through: (1) supporting a continuum of opportunities for students to engage with the community and learn from and about engaged experience, and (2) expanding and strengthening the integration of community­based learning and research into the curriculum and scholarship through offering trainings on best practices and support for faculty that have adopted these models.

* *Community­based learning (CBL)* ­ programs and courses in which students engage in addressing mutually­defined community needs in collaboration with community partners, while participating in structured opportunities to learn from, and applying learning to, the experience.
* *Community­based research (CBR)* ­ a model in which researchers collaborate with community partners to examine an issue of social concern, and apply what is discovered in a way that improves the quality of life of the community.

# Our Approach to Student Organizations

In keeping with these goals elaborated above, we hope to work with our student organizations to:

*Benefit communities through:*

* Addressing mutually­defined community needs through reciprocal, sustainable community partnerships.
* Encouraging students to be analytical and intentional during their engagement such that they contribute to the community in more informed, thoughtful ways.

*Benefit students through:*

* Enabling community­based work to become a vehicle for intellectual, moral, and social personal development for students.
* Providing structured opportunities to reflect on community engagement experiences to ensure that such experiences contribute to, and are informed by, learning in and outside of the classroom.

# Mutual Expectations in the Advising Relationship

## Adviser Agreement

To help groups successfully work toward the goals laid out above, your CCE adviser will serve as a resource and guide. To clarify mutual expectations in this relationship, the CCE uses the following Adviser Agreement. This form is meant to facilitate a conversation around the needs of student organizations and leaders and the level of involvement expected for advisers.

## Student Leader Expectations

As a leader of a CCE student organization, you are minimally expected to:

* Prepare for and participate in 3 leadership meetings (personally or send a delegate):
	+ Block 1­ Orientation and Opening Celebration
	+ Block 4 ­ Organization Evaluation and Holiday Party
	+ Block 8 ­ Transition Planning and End­of­Year Celebration
* Communicate with your adviser so that the CCE can help promote your programs, offer logistical support, and provide programmatic advice and problem­solving. To do so:
	+ Check­in with your adviser whenever needed, and attend Co-Op Coalition meetings monthly
	+ Provide advance notice of upcoming events to your adviser, aiming for 10 business days (following the CC Events Management system guidelines).
	+ Respond to your adviser within professional timeframes (rules­of­thumb: 48 hours).
	+ Keep your group’s Summit calendar up to date to facilitate this communication.
* Lead your group by setting goals; strategically planning, implementing, and evaluating programs/events; planning for leadership transition; and recruiting/retaining members.
* Build reciprocal community partnerships that address mutually­defined needs.
* Engage in reflection to develop an informed, intentional approach to your work.
* Abide by and enforce CCE and college ​safety and liability ​procedures, including the use of Summit to gather necessary consent.
* Budget for your group expenditures/revenue to keep solvent and within allocations, and ensure that your group adheres to fiscal guidelines.
* Go through the proper channels within appropriate timelines for campus procedures, including but not limited to Events Management, ​ CCSGA, and Transportation​
* Comply with all policies and rules of the CCE, Colorado College, and community partners. This includes but is not limited to: the ​CCE Alcohol Policy​; the ​Student Code of Conduct​; and campus­wide policies including but not limited to the ​Anti­Discrimination Policy​, the ​Sexual misconduct, harassment, and assault Policy​, and the Honor Code​.

# Nuts and Bolts: A Logistics Guide

## Event Planning

### Event Planning Checklist

When planning an event, be sure to do complete all of the tasks outlined here. It is best to complete the following tasks in as much advance as possible, but this timeline provides the minimum timeframes you should consider. If you are planning a large signature event that your group does every year, please allow additional time than what is outlined here. As soon as you know you are going to have a signature event, contact your adviser. The CCE also understands that events can come up quickly on the Block Plan, so if you your timeline is shorter than that listed here, contact your adviser immediately to discuss possible options. There is also an ​*Event Planning Template* available in Campus Activities to help you with the logistics of planning your event.

**One month (or more) before your event**

❏ Notify your adviser as soon as you begin planning your event

* Plan in as much advance as possible
* Check the ​campus calendar​ to see what other events are happening on campus in an effort not to overbook
* Look up spaces​ for your event. Spaces book up quickly on campus, so the sooner you can reserve the space, the better.

**Two weeks (or more) before your event**

❏ Apply for CCSGA Special Events funding if necessary (see ​Finance section​ for details) ❏ Reserve space via ​CC Events Management​ ​at least​ 2 weeks in advance

* Only reserve the space for the time of your event. Do not build in extra time for setup or tear down; the venue manager will do that for you. Whatever time you list, is the time that will be listed on the campus calendar.
* Input your service orders at the time of your space reservation; the space will be in “approval pending” status until you do so and could get scheduled over by another event if this is not done. You can make changes later if necessary.

❏ Technology and Facilities needs must be requested ​at least​ 2 weeks in advance via CC Events Management

* Must receive confirmation email from the venue manager after requesting space before space is officially reserved

❏ Order food (need approximate count)

❏ Attend the ​Student Events Summit​. Email ​bethany.grubbs@coloradocollege.edu​ for info.

❏ Develop and start to implement your publicity strategy (see the ​Publicity section​ for tips)

❏ Consider if you will need transportation, and if so make arrangements (see the Transportation section​ for details)

❏ Secure required staff; details on if and how many staff and security must be present will be discussed during the the Student Events Summit.

 **One week before your event**

❏ Continue to implement your publicity strategy (see the Publicity section​ for tips)​
❏ Confirm space, food, set­up, technology, etc (this can be done at the Student Events Summit)
❏ Request any needed p­card purchases from your adviser

 **Day of your event**

❏ Keep promoting your event

❏ If necessary, set up decorations

❏ Arrive early to talk with security and staff

❏ Take photos at your event to share with the CCE! (If community members will be there, be sure to collect consent forms​)​

 **After your event**

❏ Send thank you notes to your funders

❏ Report to funders and relevant campus offices about your event; send a summary and photos

### Student Events Summit

The Students Events Summit​, a program of Campus Activities, was created with better​communication in mind to support student planners during the programming proposal process.

The events summit serves three purposes:

1. Address the over­saturation of competing student events during peak dates and times.
2. Ensuring student planners are equipped with the right resources to include logistical details; equipment rental; staffing and security; AV equipment and technical support; catering and confirmation of legal contracts/riders with vendors, speakers, and performers.
3. The event Summit Committee serves as the approving body for student­planned events, offering formal approval once all of the logistical details are settled.

Approval considerations is based on level of preparation and progress made by the student organization planners and their members to include:

* **Funding:** Has adequate funding been secured?
* **Safety:** Is the safety plan realistic and appropriate? This can involve a combination of​ professional staff from the College and StaffPro security guards, and the plan must be approved by Nick Calkins of Campus Safety.
* **AV:** Is ITS: Frontline Services able to provide the required audiovisual equipment and​ staff?
* **Event Equipment:** Is Facilities able to provide the required tables, chairs, stage, etc.? If​ not, is the event planner able to provide extra funding to rent items from Bruno’s? Does Facilities have the extra time and resources to set up during work hours? If not, is the event planner able to provide extra funding for overtime charges?
* **Impact to Campus Space:** Does the venue manager feel comfortable about the potential​ impact to the space? Will the space be able to be adequately cleaned before the next event, or before class the next day?
* **Level of Commitment of Student Organization/Planners:** Are they able to keep up​ with the demands of event planning at this time or have they fallen behind on their task list?

### Co­Sponsoring Events

* Think about co­sponsoring events with other student organizations ​ with similar goals
* This is a great way to share event expenses and broaden your event to include additional students.
* Ask your adviser for suggestions if needed.

### How­to Guides

Here are some helpful handouts for planning your events developed by Student Org Consultants in Campus Activities.

* Top Mistakes of Event Planning
* CCSGA Budget Planning
* How to Advertise
* How to Book a Space
* How to Choose a Location for Your Event
* How to Prepare for Student Events Summit

**Helpful Event Planning Links:**

CC Events Management Dashboard

CC Events Reference Guide

Campus Calendar

List of Campus Venues

### Important Contacts

* Lynnette DiRaddo, Worner Center/Campus Reservations Manager, x6608 ldiraddo@coloradocollege.edu
* Bethany Grubbs, Senior Student Life Specialist, x6819, bethany.grubbs@coloradocollege.edu
* Student Org Consultants ­ office hours Tuesday/Wednesday/Thursday, 12:15­1:15pm in Worner Campus Center

### CCE Alcohol Policy

Alcohol is not permitted at any CCE student organization event. The CCE believes that the presence of alcohol may detract from the main purpose of such events, such as raising awareness about important social issues and/or benefiting the local community. CC event policies require substantial logistical planning and behavior management to be directed toward the responsible use of alcohol, which directs time and energy away from the educational or community­driven goals of the event. Lastly, the presence of alcohol at an event expends valuable resources (including its purchase, as well as Campus Security staffing) that could be spent to the benefit of the community, and is consequently not the most responsible stewardship of college funds. We feel that it is in the best interest of the CCE, student organizations, and the community to adhere to a strict no alcohol policy at any CCE student organization events.

## Finances

Colorado College Student Government Association (CCSGA)​ administers all funding for chartered student organizations. Types of funding provided by CCSGA include annual budget allocations and special events funding. If your organization has not received funding for the current semester, you may apply to receive funding for the following semester. Once your organization has funding awarded, spending is at the discretion of the executive committee of each student organization.

### Helpful CCSGA Website links

* Under the ​Finance Committee tab​, you can find this useful finance information:
	+ Apply for Special Events Funding
	+ Student Activity Fee Breakdown
	+ The Funding Process​ ­ Prezi about applying for funding through CCSGA
	+ Awarded Special Events Funding
	+ CCSGA Internal Functions
	+ Activate Your student organization Account​ ­ required in order to activate your operating budget; to be completed by co­chairs
	+ Club Operating Budgets
* Under Student Organizations tab:
	+ Club Information​ ­ explanation of different types of club accounts, policies and guidelines for student clubs to follow, step­by­step guide of how to access your club account on Banner/Go­West. Also provides the operating budget amount that was requested and granted to each student club.
	+ New student organization Application​ ­ complete this form if you are seeking recognition status with CCSGA. This application contains questions about general contact, advisor, club (purpose, membership, meeting times, etc.), and finance information.
	+ Student Organization Chartership Application​ ­ allows access to an annual budget, the right to utilize the resources of Colorado College, and recognition of your group as a vital part of student life at Colorado College. To be considered for chartership, CCSGA requires ​**your organization to have been recognized by CCSGA and active on campus for one year**​, have demonstrated a consistent pattern of responsibility and foresight, and to provide a unique and meaningful experience for students at CC. Chartership brings with it the responsibilities of an institution at CC; namely, that your group must submit to an annual financial audit by CCSGA, demonstrate your continued activity through frequent communications with CCSGA's Executive Committee, and also must be prepared to ​**reapply for chartership each year by the final Friday of 6th block**​.

* Special Events Funding
	+ Contact all necessary parties before applying for funds (i.e., room reservations, contracts with Campus Activities, security with Campus Safety, etc.) and keep your adviser informed. You must have Campus Activities approval before being considered for funding.
	+ Complete the ​Special Events Funding Application​ and then schedule an appointment with the Finance Committee to discuss your request.
	+ The Finance Committee meets on Tuesdays at 7pm and Thursdays at 6pm first and third week of every Block. Please apply ​**at least 24 hours before**​ committee meetings.
	+ Events ​*under* $5,000 must be submitted ​two weeks before the event​ date. Events *over* $5,000 must be submitted a ​full four weeks before​ the scheduled date to allow for adequate planning.

#### Tax Exempt Status

As a 501(c)3 non­profit organization, Colorado College is exempt from paying Colorado state and local sales tax. Be sure to obtain a copy of CC’s tax exempt information before making purchases. You will need to show this to the vendor each time you make a purchase on behalf of your organization.

#### Reimbursements

Reimbursements should be submitted directly to your CCE adviser and can take up to two weeks for processing. All reimbursement requests must include the following:

* Name of student to be paid
* Student Organization
* Original receipt(s): must include vendor name and address, date of purchase, total

#### P­Card Purchases

If members would prefer not to pay out of pocket for expenses, contact your adviser at least one week in advance to purchase via your adviser’s P­card.

#### Budgeting

It is important to always be good stewards of the funding your organization has been awarded. Please be thoughtful about how you spend the money; you may ask your adviser for ideas about how to budget and save money on your event.

#### Important Contacts

* General correspondence: ccsga@coloradocollege.edu

#### CC Finance & Administration Dept Student Clubs Resources

Student Club ­ Welcome to FY 2015­16

Student Club Policy

Accessing Your Student Club Account in Banner

#### Special Funding through the CCE

­ ​*Nutrition Camp School Foundation Grant* – funding for programming that provides healthy nutrition for children. For example, if you work with after­school or weekend programs for children that includes healthy snacks as part of the programming, you would be eligible to apply. Contact ​spray@coloradocollege.edu for details.

­ ​*William P. Dean Fund Mini­Grants ­* this fund supports undergraduate initiatives and projects that collaborate with a community nonprofit to address the needs of marginalized populations. The maximum award will be $750, and a maximum of two awards will be given every year. Any student­initiated project that works with a community nonprofit partner to address a social need will be eligible. Applicants should be actively engaged in community­based work in the local Colorado Springs community or in the student’s home community. Contact jradke@coloradocollege.edu for more details.

## Transportation

### Becoming a Certified Driver

Review ​this document​ to find out how to become a certified driver for the Transportation Office, so that you can drive CC vehicles.

### Reserving a CC Vehicle

1. A co­chair from your student organization should email the following information to Transportation Office and cc your staff advisor.
2. Dates & times you would like to reserve a vehicle (tip: if you send dates & times for the entire academic year, it’s more likely that a vehicle will be available when you need it)
3. Name(s) of ​certified driver(s)​ who will be picking up and driving the vehicle
4. Destination
5. Number of passengers and/or type of vehicle you would like to reserve
6. Drivers must pick up keys at ​Facilities Services​ before retrieving the vehicle. You will be asked to complete a Vehicle Reservation form and they will verify that you’re certified to drive. You will need your organization’s fund and organization code to complete this form. After completing the form, you will be given a pouch with keys, a copy of the vehicle reservation form, and pen. Upon returning the vehicle, drop the pouch in the drop slot on the East side of the Transportation Office building. DO NOT return the pouch to the Facilities Services building.
7. If the trip is scheduled to begin on a weekend, keys must be picked up at the Facilities Services Office prior to 4:30 p.m. on Friday. Trips leaving prior to 7:30 a.m. the next workday morning require that the keys are picked up the day before by 4:30 p.m.
8. CANCELLING: If you find that you do not need the vehicle as scheduled, please notify Facilities immediately at 719­389­6175. If you do not cancel your reservation, a minimum use fee will be charged to the department.

**Important Contacts**

* Bob Winkelblech, Transportation Supervisor, x6175, bwinkelblech@coloradocollege.edu

### Helpful Links

Certified Driver's List​ (this may take a moment to load)
Transportation Policy & Procedures Manual
How to Become a Certified Driver

## Publicity

The best way to get the word out to campus is to plan in advance and create a publicity strategy for your event. Your outreach may include emails, posters, social media, or tabling in Worner

Campus Center. Here are a few resources to get started:

* CCE Publications (contact your adviser to post information to them)
	+ Digest ­ an email for all interested students, sent weekly
	+ CCE Facebook
	+ CCE Instagram
* Campus Digest​: students can post directly or contact your adviser for assistance.
* CC Print Shop​: contact them directly for pricing and printing turnaround times. Certain times of the semester get busy at the Print Shop and it will take longer to have your order printed. Be sure to plan ahead.
* Summit​: post your event directly to the ​CCE website​, share with Engaged Scholars, and add it to your group calendar by putting it on the Summit calendar (see section below). This is one easy way to let your adviser know what your group is doing so they can help publicize.
* Catalyst Newspaper​: The student newspaper is published every Friday each Block during weeks 1­3.
* Campus Activities Fair: takes place at the beginning of the school year; watch for announcements from Student Life to find out exact dates and times. Contact Bethany Grubbs, Senior Student Life Specialist, at ​bethany.grubbs@coloradocollege.edu​ for details.
* Targeted outreach: share your event with other leaders of student organizations, staff, and faculty on campus that may be interested

## Summit

Summit is a new online tool that we hope makes your life a little easier as leaders! We hope that Summit will help you …

1. ​Recruit new members: Once a student organization is in Summit, basic information about your group will show up on the CCE website and our Summit page. Other students can then easily browse groups, and click a button to join the group or request information about it (depending on whether you ​set the group as “open” or “closed​”). If your mark your group as closed, you then have control over who joins your group; in this case, you can easily ​add members​. Students who are “members” of your organization essentially are added to your group listserv and have access to a shared group calendar that they can view on Summit or add to their phone/computer.
2. Communicate with members: Once students have joined your group, they join a group listserv and you can ​easily email them from your leader dashboard​. Also, members can unsubscribe from certain types of messages but not others. So, ​you can send essential messages one way and less essential messages another way​ ­ allowing members some control over how much email they get, and allowing you to prioritize.

### Another great communication tool is that once you add things to your group calendar, you can ​set automatic recurring reminders​ to go out to members before events or meetings! Never worry about having to send reminder emails again ­ just set them to send in advance! You can either send these to the ​entire group, or set a more specific group​ to which you’d like them to go.

### ​Share a group calendar: You can add activities to your group calendar, and then your members can easily see what’s happening when they log in to Summit. Even better, they can ​subscribe ​to the calendar and add it directly to their phone or computer ­­ and automatically see everything that’s going on.

### You can ​add three types of activities​ to your group calendar:

1. Member Meetings ­ geared toward CC students, often planning or preparing for engaged programming (e.g. GlobeMed Member Meetings).
2. Community Engagement Activities ­­ the regularly scheduled community engaged work of your group (e.g. tutoring sessions each week)
3. Events ­ a non­recurring activity that engages with the community or social/environmental issues (e.g. Harvest Banquet). Events are a little different in that they require approval from your adviser before they go up on the calendar. This structure is meant to facilitate communication between you and your adviser; they will receive an
4. email with all of your plans for the event, and can review the details ­­ to offer suggestions, resources, and identify any gaps in the plan.
5. **​**Publicize events & community engagement programs: When you add activities to the calendar, you can set the visibility to “public” so that they will be added to CCE website! This is a great way to easily reach other students, particularly Community Engaged Scholars. Additionally, it ensures that the CCE knows about your programs and events so we can promote them! Like the group calendars, students can ​subscribe ​to the full CCE calendar to stay in the loop on all engagement opportunities and events on campus.
6. Easily document your group’s engagement hours:The CCE is making an effort to collect much better data on community engagement and ask that students leaders start reporting hours for their group (at a minimum, on a blockly basis). Summit makes is super easy to log these hours for your organization! As leaders, you can​ input the hours of the activity and then select which group members attended​.

We hope that keeping track of hours will also benefit ​*you* by:

1. strengthening your group’s applications for funding,
2. helping you tell the impact of the organization you lead, including on applications and resumes
3. helping your members build their own portfolios.

*Summit will help us:*

#### Collect Consent Forms: As we discuss in the Safety and Liability section, our office seeks to ensure that all CC students are informed about the possible risks of our programs, our expectations of students, and who is liable (and isn’t) if something goes wrong. Additionally, we want to make sure students understand our policies around working with minors, if they encounter minors in their work. ​These consent forms are collected through students joining your organizations on Summit. For this reason, we ask that all CCE student organizations use their Summit sites ​… in addition to all of the cool features we have worked to build so that Summit is ​*useful* to you!

# Safety and Liability

The CCE is committed to minimizing the risks involved in our programs ­­ physical, mental, emotional, and financial ­­ for CC students, community members and organizations, and the College.

One important strategy to reduce risk is ​**education**​, so that students have the skills and know­how needed to safely engage in off­campus sites with diverse populations. This proactive approach occurs outside the scope of this handbook within leadership programming. Another key aspect of minimizing risk is establishing ​**rules and policies** ​that seek to create safe spaces for all involved in our programs. A last approach to minimizing risk is ensuring that both students and the community give ​**informed consent**​ to our programs, indicating that they understand what they (or their children) are getting into and the possible risks, what is expected of them, what will be done with their information and images, and who is liable should something go wrong.

As leaders, you share the responsibility of minimizing risk with the CCE; we expect that you will educate the members of your student organizations, enforce appropriate rules and policies, and gather necessary informed consent. The following details the CCE’s specific expectations.

## Rules and Policies

CCE rules and policies related to safety and risk are contained within or relate to the Consent

Forms below ­ particularly the Participant Agreement and Policies for Working with Minors. The CCE expects students leaders to take responsibility for reviewing and using these forms, and meeting all expectations within them.

## Consent Forms

*The Basics for all Groups:*

|  |  |  |
| --- | --- | --- |
| **Form**  | **Purpose**  | **Who Signs and Where**  |
| **CCE** **Participant** **Agreement**  | To ensure students understand the risks of our programs, the limitations of our liability coverage, and our expectations for conduct.  | All leaders and members of student organizations (including minors) need to electronically sign on ​Summit​. This form will pop up automatically when students “join” your group on Summit.  |
| **Guardian** **Participant** **Agreement**  | To ensure parents of minor CC students understand the risks of our programs, the limitations of our liability coverage, and our expectations for conduct.  | If CC students are under the age of 18, this form is needed to supplement their participant agreement (above). This form will pop up on the regular Participant Agreement (on Summit) if students check a box that they are under 18; or, it can be downloaded here​ and emailed to the CCE.  |
| **Photo and** **Video Consent**  | To grant community members control over their own image and the option for privacy if desired.  | If students take photos or videos that include community members that are not affiliated with CC, collect a ​Photo/Video Consent Form from each person ​*before* taking the photo or video. For additional policies regarding consent for minors, please review the Policies for Working with Minors form.  |
| **Incident** **Report**  | This form helps the CCE ensure that we follow up to “out of the ordinary” incidents appropriately and respond thoughtfully and proactively to minimize the risks of similar incidents.  | Please fill this out if you experience anything “out of the ordinary.” Not sure whether or not to fill it out? Fill it out! To do so, click the Incident Report button on Summit, or fill out this form and email to your adviser.​  |
| **Community** **Volunteer** **Agreement**  | If your group involves community members volunteering for the College (including CC staff volunteering for personal interest), this form gathers helpful information from them and ensures they agree to College policies. | Click here​ for a copy of this form, then email the form to your adviser.  |

*Additional Forms for Groups Working with Minors:*

|  |  |  |
| --- | --- | --- |
| **Form**  | **Purpose**  | **Who Signs and Where**  |
| **Policies for** **Working with** **Minors**  | To ensure CC students review, understand, and consent to CCE policies around working with minors.  | Leaders and members of student organizations working with minors will be asked to complete this form when they “join” your student organization on ​Summit​. Leaders will also review and sign this form at the CCE Student Leader Orientation.  |
| **Guardian** **Consent Form**  | To ensure that guardians of minors consent to their child/dependent’s participation in programs and that dependents can safely do so (through the collection of emergency contact information and a health release)  | Guardian Consent Forms need to be collected​for all minors that participate in programs in which transportation is involved, or that occur off of K­12 school premises; these programs contain an elevated level of risk. Student leaders are responsible for working with sponsors to collect these forms from guardians, and ensuring that sponsors have these forms in their possession at all times.  |
| **Information** **Sheet**  | To provide guardians all program information necessary for them to provide informed consent.  | Leaders are responsible for writing up an Information Sheet to accompany the Guardian Consent Form, which at a minimum should contain: a description of the program/activity; dates, times, and locations of activities; contact information for CC student leaders/students responsible for activity; and any special risks associated with the program/activity. Click here for an example​.​ If any of this information changes, a new Information Sheet needs to be distributed to guardians.  |
| **D11** **Volunteer**  | To provide D11 information about their volunteers and  | Students that are members of student organizations partnering with School District  |
| **Registration** **Form**  | ensure volunteers consent to D11 safety and liability policies.  | 11 (D11) must register. Blank forms may be found at the CCE; signed forms should be submitted in person, along with a photo ID, to Sarah Marshall.  |

## Applying to the IRB For CBR involving human participants

What is an Institutional Review Board (IRB)? – Colorado College’s Institutional Review Board (IRB) governs all research by CC faculty, students, and staff that involves human participants in order to ensure the confidentiality and safety of research subjects. By “govern,” we mean that this committee formally approves, monitors, and reviews research involving humans. The IRB supports human subjects research with no or minimal harm, good consent processes, no deception or debriefed deception, with confidentiality or anonymity and the use of fairly chosen participants who can refuse to participate if they choose. You should submit a proposal to the IRB if:

* You are conducting research that you hope might someday be published (including being electronically archived or bound as a senior thesis in the library) or presented publicly.
* You are interviewing, surveying, or conducting experiments involving live people, or conducting participant observation or close­quarter observation (e.g. within the same room).
* You are conducting research that collects information that may be used to identify specific people. For example, your research might ask personal questions of your participants about what they think, their histories, or the decisions they would make.

For more information about whether your project is one that is subject to IRB approval, the IRB application, and to learn about the principles of ethical research more generally, please visit the

Colorado College IRB website at ​<http://www.coloradocollege.edu/other/irb/>.

As part of our support for community­based research, the Collaborative for Community Engagement is happy to provide resources and guidance through the IRB process.

# Best Practices in Community Partnerships

The Collaborative for Community Engagement supports and facilitates a wide range of programming designed to meet student interest and community need. Our programs engage a diverse group of stakeholders from the campus and community to promote the common good and propel academic learning into the world. When engaging with community partners, it is important to be courteous, responsible, and open­minded. This is a great opportunity for you to work *with*​ the community to achieve mutual benefit.

## Practical tips

* Expectations
	+ Follow through on your commitments
	+ Be accountable and reliable
	+ Communicate with your community partner(s)
* Behavior
	+ Always behave respectfully and responsibly
	+ Act responsibly
* Dependability
	+ Show up and be on time
	+ Call if you will be late or not able to attend
	+ Don’t make a habit of being late or cancelling
* Dress Code
	+ Wear appropriate attire based on setting/type of service
		- Business casual is generally a safe dress code if you are unsure. Ask your partner how you should dress if you’re not clear about expectations
* Confidentiality
	+ You may be involved in confidential or highly sensitive work. Be sure you are aware of the rules surrounding your involvement with the organization.
	+ Respect the privacy of the organization and the population with whom you will be working.

## Diversity & Understanding

* Learn about the vision, mission, goals, and values of the organization.
* You may encounter very different points of views during your community engagement work. Be respectful and seek to understand.
* Don’t be afraid to ask questions and engage in dialogue to gain a deeper understanding of social issues, organizations, and individuals.
* Community members have a great deal of expertise and experience; be open and eager to learn from them.