The University of New Orleans
Service Learning Program

Site Assessment Form

Contact information:
Organization Name: ____________________________________________

Contact Person and Title: ________________________________________

Address: ______________________________________________________

Phone: _________________________________________________________

Email _________________________________________________________

Website: _______________________________________________________

Organization Type:
☐ Adult Education   ☐ Faith-Based   ☐ Middle School   ☐ Alternative Education
☐ For-Profit   ☐ Non-Profit   ☐ College/University   ☐ Government Agency
☐ Elementary School   ☐ High School   ☐ Technical/Vocational   ☐ Youth

Issue(s) Addressed: (check all that apply)

☐ Advocacy
☐ Animal Welfare
☐ Arts & Culture
☐ Community & Economic Development
☐ Community Gardening
☐ Conflict Resolution and Peace
☐ Environmental Sustainability
☐ Education
☐ Food Security and Hunger
☐ Global Issues
☐ Other:

☐ Health, Wellness, Aging and Mental Health
☐ Homelessness and Housing
☐ Immigration and Naturalization
☐ Labor and Employment Development
☐ Law and Legal Services
☐ Literacy Development and Language Learning
☐ Oral History and Cultural Preservation
☐ Transportation
☐ Violence Prevention
☐ Voter Registration and Civic/ Democratic Education

UNO SL Site Assessment Form 1
Adapted from CSU Center for Community Engagement (2011)
Scope and Mission of Organization:

Logistics:
How will students check in at the site?

Do students meet with the supervisor prior to starting?

Are students provided a workspace?

Will students be asked to bring anything with them?

Will students be working under supervision?

Will students be working at alternate sites?

What is required for students to have prior to starting? (Fingerprinting? Background checks? Who pays for this?)

Who should the site contact in case of an emergency?

Who should the University contact in case of an emergency?

Will students be asked to drive for this placement? (Please see footnote 1)
**Risk Identification and Tour of Site:**
Does the site provide a safety orientation?

Is there adequate parking for students?

Will students be working in a high crime area?

Will students be interacting with individuals who have a criminal background or a history of physical violence?

Will the student be required to work alone at night (between 6pm and 8pm)?

Is learning site home-based? (Please see footnote 2)

Does the learning site carry liability insurance? Any other insurances?

Document and discuss any risks involved with this learning site.

**Privacy and Confidentiality**
Are students allowed to take pictures or videos?

Will students be asked to sign a confidentiality waiver?

**Signatures**
Service Learning Site Representative Signature: __________________________ Date: __________

Title: _______________________________________________________________________

University Representative Signature: ____________________________________________ Date: __________

Title: _______________________________________________________________________

Footnotes:

1. Discuss any driving requirements with UNO Service Learning Office representative.
2. Home-based learning sites should have a separate attachment specifying where meetings with students should take place (ie: a public location or on campus).