Brandeis University Rich/Collins Community Leadership & Impact Fellowship

Project Checklist

PRE-PROJECT/APPLICATION:

☐ Attend a Rich-Collins CLIF information session.

☐ Brainstorm an initial project idea that you believe would make a significant & measurable impact upon the local greater Waltham community.

☐ Connect with the Department of Community Service staff to learn more about potential community partners that could align well with your project idea and to review community needs.

☐ Conduct research about the community climate and current resources available in this area to accurately assess whether there are unmet community needs.

☐ Contact community partner(s) to establish an initial start-up meeting to determine fit for partnership.

☐ Select your main community partner for your Rich/Collins CLIF application.

☐ Set initial parameters for project impact, target population, & scope.

☐ Identify specific & measurable outcomes for your project, based on addressing unmet community needs.

☐ Design an evaluation & assessment process to measure your project’s outcomes.

☐ Outline potential challenges and obstacles that could impede you from leading this project.

☐ Consider the costs, human resources, & timeframe needed to create this project & sustain the project until its work can be sustained independently.

☐ Identify possible staff mentors & arrange initial start-up meetings with these individuals.

☐ Determine how you will engage Brandeis peers in this project & which marketing tools you will use.

☐ Create an educational plan about how you will educate the community and Brandeis about your work.

☐ Establish a working group, or engage others as needed, to run the program during the project period.

☐ Decide processes that you will utilize to train your working group & your volunteers in key components (risk management, community population information, professionalism, tracking hours, reflection).

☐ Research costs for all components of your project (project logistics, assessment, volunteer management, transportation, sustainable impact, etc.)

☐ Create a well-designed & effective budget for your project needs.
**PROJECT IMPLEMENTATION:**

☐ Set-up regular meetings with your community partner.

☐ Participate in regular leadership training with your program cohort.

☐ Finalize your project timeline to align with your community partner’s needs and your SMART goals.

☐ Schedule regular meetings with DCS staff to touch base about your initiative and address concerns.

☐ Recruit and select volunteers.

☐ Train volunteers. (risk management, community contextualization, professionalism, etc.)

☐ Have all volunteers complete volunteer waivers and return to Department of Community Service.

☐ Create a process to track all volunteer hours to submit via SAGE.

☐ Plan any transportation logistics.

☐ Purchase necessary supplies for project, in accordance with your budget.

☐ Plan reflection and appreciation activities for all volunteers.

☐ Implement project in accordance to your project timeline.

☐ Attend regular meetings with DCS staff to discuss your initiative.

☐ Implement education initiatives for the community.

**AFTER PROJECT:**

☐ Send a formal thank you note to your community partner.

☐ Host reflection and appreciation activities for all volunteers.

☐ Evaluate your project, using your evaluation and assessment plan.

☐ Meet with the Hiatt Career Center to discuss how to add this experience to your resume.

☐ Share all evaluation data with your community partner, volunteers, and DCS staff.

☐ Determine any additional pathways for involvement that you’d like to share with the community.