

# Brandeis University Rich/Collins Community Leadership and Impact Fellowship



## **Pre-Application Checklist**

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 partnership fit.

Select your main community partner for your Rich/Collins CLIF application. Approach community partner about project. Request them to fill out the Letter of Support for your application.

Identify possible staff mentors & arrange initial start-up meetings with these individuals. (Optional)

Set initial parameters for project impact, target population, & scope. Identify specific & measurable outcomes for your project that meet unmet community needs.

Brainstorm/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, & time needed to make this project independent/sustainable.

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

Create a plan about how you will educate Brandeis & the local community about your work.

Form a potential working support group to help run the program during the project period.

Research potential costs for all components of your project (logistics, assessment, etc.)

Create a well-designed & effective budget for your project needs. Put in Budget proposal form.

Attend resume workshop or set up meeting with the Hiatt Career Center to prepare resume.

Double check and turn in Budget Proposal, Letter of Support, Application, & Project Action Form.



## Project Implementation Checklist

Set-up regular meetings with your community partner and staff mentor (if applicable).

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.

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

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.

Encourage all volunteer to track hours via Commitment to Service Award (CTSA) in SAGE.

Reminder volunteers to track hours monthly.

Plan any transportation logistics.

Purchase supplies for project in consideration with your budget.

Plan reflection and appreciation activities for all volunteers.

Implement project in accordance to your project timeline.

Implement education initiatives for the community.

Start planning for end of year symposium presentation.

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## **End of Project/Wrap-Up Checklist**

Send a formal thank you note to your community partners

Send a formal thank you note to your staff mentor.

Send a formal thank you note to the Rich/Collins donors.

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.

Prepare for and present at the end of year Rich/Collins symposium.

Write and turn in final grant report for your Rich/Collins project.

Talk with DCS Staff if interested in applying for 2nd year of funding (will have to reapply).