

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 Student Engagement 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 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 DSE 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 Student Engagement.
- Encourage all volunteer to track hours via Commitment to Service Award (CTSA) in EngageDeis.
- 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 DSE 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 DSE Staff if interested in applying for 2nd year of funding (will have to reapply).