REACHING OUT TO POTENTIAL COMMUNITY PARTNERS TIP SHEET

**Overall Reminders**

- When determining an appropriate placement partner, ensure that the organization you choose does work that aligns with your academic discipline and that the service you will provide addresses community-identified needs (Furco, 2010, p. 385).

- Remember that service learning placements are unpaid and should not take place in for-profit organizations like businesses.

- Provide the organization that you are reaching out to with the resources they need to make an educated choice as to whether or not to participate in CTLB03 as a placement. This includes the contact information of the Service Learning & Outreach (SLO) Program Coordinator and any relevant links from the SLO website.

- Be confident in your skills going into a potential placement partnership and be transparent about your learning goals. Clearly articulate to the organization what you can offer them and identify areas for growth that you hope to target.

- Finally, recognize that building partnerships takes time, particularly if you do not have an existing relationship with the organization. If after five business days you have not received a reply from the group that you contacted, follow up with a polite phone call. If you are able, consider dropping by the organization to speak with someone in-person. It is your responsibility to see the partnership to fruition, a process which should not be rushed. Because of the complexity of developing relationships with community organizations, we recommend beginning the placement initiation process one full term in advance of when you hope to take CTLB03.

**Pieces to Include During Initial Contact**

- Who you are, what your request is, why [brief]
- What CTLB03 is [from website]
- What service learning is [from website]
  - Stress that service learning centres mutually agreed upon goals and stems from community-identified interests
- Examples of service learning activities outreach placements can offer [from website]
- Why you are interested in the organization as a partner
- Skills you have
Next Steps Once Organization Buy-In Secured

- Partner contacts SLO Program Coordinator, discuss placement logistics and requirements
- Placement is advertised, students apply
- If the match is approved, student and partner meet to determine workplan for term, receive necessary documents from Program Coordinator and sign relevant forms
- Placement takes place for duration of course, though student is welcome to maintain working relationship once course is complete

More questions? Contact Kamini Persaud, Program Coordinator and/or Amelia Seto-Hung, Course and Program Assistant at slo@utsc.utoronto.ca