



uOttawa

Centre Michaëlle-Jean pour  
l'engagement mondial et communautaire

Michaëlle Jean Centre for Global  
and Community Engagement



## Alternative Student Break Program: Project Checklist for Participant

### Preparing for the Project:

- Make contact with team leader (they should contact you a couple of weeks before the project)
- Add project timeline deadlines into your organizational tool (calendar, phone, etc)
- Attend and Meet & Greet for student team, community partner and Centre representative
- Complete photo consent form at Meet & Greet

### During the project:

- If project deliverable is not clear to you or to members of the team, contact your Team Leader to ask questions and ask for an outline or example for the team before starting the draft
- Tap into the expertise of your CP in the project area –be open to suggestions
- Check in with the Team Leader regularly about progress and request feedback and guidance
- Participate in all aspects of the project including the daily reflective activities

### Wrapping up the project:

- Participate in the reflection and debriefing session at the end of the project
- Submit hours in Community Engagement Navigator for approval
- If there is coverage of the event (ie. Article in a blog or newsletter) please share it with the Centre if possible