



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 Team Leader

### Preparing for the Project:

- Meet with Centre Placement Officer for interview
- Attend Leadership Training Session
- Make contact with the Community Partner (CP)
- Manage communication between your team and the CP leading up to the project (relay questions, information, etc)
- Add project timeline deadlines into your organizational tool (calendar, phone, etc)
- Attend and Meet & Greet for student team, community partner and Centre representative

### During the project:

- If project deliverable is not clear to you or to members of the team, talk to the CP to ask questions and ask for an outline or example for the team before they start
- Tap into the expertise of your CP in the project area – ask for guidance as needed
- Check in with CP regularly about the team's progress and request feedback and guidance as required
- Participate and be a positive role model in all aspects of the project, including reflective activities

### Wrapping up the project:

- Participate in the project wrap up event
- Bring any photos you took on a usb stick so that the Centre can have copies
- Submit hours in Community Engagement Navigator for approval and encourage/remind your team members to submit theirs too
- If there is coverage of the event (ie. Article in a blog or newsletter) please share it with Centre if possible