



uOttawa

Centre Michaëlle-Jean pour
l'engagement mondial et communautaire
Michaëlle Jean Centre for Global
and Community Engagement



Days of Service

Community Partner (CP) Information Packet

Days of Service Criteria (project must meet all)

- I am organizing one or more one-day projects.
- I have someone to supervise the group on site the day of the project.
- I am looking for a team (4 to 50 students) to volunteer as a group rather than as individuals.
- The volunteers will start and end at the same time on the same date and will be working at the same location.
- The date of my project is at least four weeks from now.

If you are not sure whether your project will work as a Days of Service project or for any further questions (or, if you have any further questions), feel free to contact Isabelle Amyot at 613-562-5800 ext. 5945 or servingothers@uottawa.ca

This sounds great! How does it work?

The Michaëlle Jean Centre for Global and Community Engagement (MJCGCE) acts as a “matchmaker,” pairing up a team of students with a community partner (CP) such as yourself. Your uOttawa volunteer team is assigned a team leader, who is also a student volunteer. The team leader will receive training and has the duty to contact you to discuss the details of the project. The team leader acts as your communication “hub” throughout the project.

After gathering details on your project, we will create two placements in the Community Engagement (CE) Navigator: one for the team leader and one (with multiple positions) for the student team. Students are able to match themselves to your project in the CE Navigator and you will receive automatic emails notifying you when this happens.

When you receive this particular e-mail, you can forward them to the team leader, or to the Centre, if the team leader is still being recruited.

Liability Insurance and Other Requirements

While students from the University of Ottawa are volunteering on your project, they are considered volunteers of your organization. To protect all those involved, we require that your general insurance liability provide a minimum of \$1 million coverage for this activity.

Volunteers work on one project and must be supervised at all times. They must work as a group, though this can include working in sub-groups or pairs.

Since Days of Service projects are short-term, one-day projects, we do not expect volunteers to be responsible for vulnerable people (children, persons with disabilities, seniors etc.), unless you inform the Centre in writing of this expectation when setting up your project. If so, we clearly inform students that they must meet specific qualifications, such as obtaining a Police Records Check. This will be indicated in the placement description in the navigator.



Safety

The safety of our students and members of the community working alongside students must always be a priority on all projects. Please carefully consider the tasks your uOttawa student team will be doing. Make sure that you as the community partner have obtained all of the approvals required for your project. To ensure that the day goes smoothly, all safety matters must be considered in advance.

In a Days of Service project, students must never do anything that requires extensive training. Prior to volunteers beginning work on the Day of Service, your organization must provide them with health and safety training related to the specific tasks. If students require safety equipment, please ensure that you have enough for the entire team, or that you have told the team leader that volunteers must bring their own.

The Centre tells all student volunteers to raise any safety concerns they may have with their team leader (who, in turn, discusses them with the CP representative on site the day of the project). Volunteers must stop work should any situation seem unsafe. Please go over what you expect volunteers to do in case of emergency. The team leader will ask about this.

Other Considerations

How much lead time do we need for a Days of Service Project? Ideally, community partners should be in touch with us to discuss the details of their projects four weeks in advance. We can sometimes accommodate projects on shorter notice, but this increases the chances that you won't recruit as many volunteers as you would like.

What if we are inviting special guests, VIPs or media to the event? As a courtesy, we would appreciate if you could also advise us of any media presence even if the event is taking place off campus, so that we can inform the team leader and students that the media may wish to interview them.

We may recruit a volunteer photographer for your Days of Service project. We have a team of volunteer photographers who have signed up to take photos at specific events again this year. All our photographer volunteers are responsible to make sure they respect the University of Ottawa guidelines, including making sure the consent forms have been signed. This means if your staff and other community members wish to appear in the photos, they are required to sign a consent form that will be in the hands of the photographer. Placement description for Days of Services always have a note informing students that photos can be taken, which allows us not to require signed consent form.

If you have any concerns, specific requirements or guidelines for the volunteer photographer, please let us know so we can inform or connect you directly with the photographer if appropriate.

Will you be providing food or drinks to your student volunteers? Community partners are not required to provide food or drinks for Days of Service volunteers. If you choose to offer this benefit to your team, we strongly recommend speaking directly with any students who have allergy or dietary restrictions, in order to determine whether their needs can be accommodated. Please provide only non-alcoholic beverages to the team. If students will be on site all day and food will not be provided, please be sure that the team leader knows this and can relay the message to team members so that they bring their own food or snacks.



Information Required from Community Partners for a Day of Service Project

To be completed by phone/in meeting with the Centre staff

Community Partner Contact Information:

1. Organisation name
2. Address
3. Contact person name, phone number, and email address
4. Is this contact also the on-site supervisor of the Days of Service project?
5. If not, please include the contact information for the alternate contact who will be onsite the day of your project

Logistics:

1. Date of the project. Is this date flexible?
2. Duration of project (time of day and length of time)
3. Number of volunteers required (minimum and maximum)
4. On what date would you like the posting to close?
5. Can last minute additions to the team be accommodated?
6. If there are last minute cancellations, would you like the team leader to try to bring along some of his/her friends so that you receive the same number of volunteers?
7. Location of your project. (Include all information, including building name or landmark if project location does not have an address)
8. Is safety equipment required? If so, please specify what safety equipment is required including gloves, goggles, garbage pick-up sticks, masks, boots, etc. Will you be providing the safety equipment?
9. Is there an application form or other paperwork that students will need to complete for you?
10. Is there an orientation or meeting prior to the project that the team must attend?
11. Will students work with vulnerable people? Is a police records check required?
12. Is there any other information you need to provide regarding your project?



Days of Service Project Checklist

Here are some tasks to think about as you plan and implement your Days of Service project:

Preparing for the project

- Identify and describe the project for the Centre so that placements can be created in the CE Navigator.
- Post placements on the CE Navigator under a supervisor. If you don't have an account, the Centre will help you set one up and can help you learn to use it.
- As you start receiving emails from students who match themselves on the CE Navigator, forward them to the team leader or Centre staff.
- Prepare materials (if applicable) and explanations to guide the student team on the day of the project.
- Connect with the team leader once he or she is recruited to clarify logistics for the day and details that should be relayed back to the student team (what to wear, what to bring, etc.).
- Host an orientation with the team leader and/or student team prior to the event (optional, depends on event).
- Let the Centre know if you are planning to send out a media advisory or press release.

On project day

- Have representative(s) at the project site to meet and welcome students on the day of the project.
- Show students around the site (washrooms, supervisor, health and safety, etc.).
- Show students how to perform each task correctly and safely.
- Monitor the work and check in during the work.

Wrapping up the project

- Have a plan for clean up and wrap up of the project and leave time for both so that the student team can help.
- Approve students' hours in the CE Navigator. This requires that you have set up a system to track hours on the day of the event.
- Complete evaluation of students in the CE Navigator (you can write a group evaluation covering all students).
- If there is coverage of the project (e.g., article or blog) please share it with the Centre if possible.
- Participate in a debriefing interview with the Centre staff by phone to share lessons learned.