



Placement Proposed By Student Extracurricular Volunteering (EV) – p. 1/4

The Placement Proposed by Student (PPBS) – EV form is designed for students wanting to do or are already doing a placement that is not yet on the Community Engagement Navigator.

The placement proposed by the student must be approved by the Community Partner and the Michaëlle Jean Centre for Global and Community Engagement.

To propose your own placement, please follow these steps:

1. Activate your student account by opening the Community Engagement Navigator in the Applications section of uoZone.
2. Complete the four-page EV PPBS form.
 - a. Ensure the contact information for the placement supervisor is complete and accurate as the Centre must communicate with your supervisor before finalizing your placement.
 - b. The Centre will only accept and recognize hours for EV placements that have taken place during the current academic year. Any application submitted after May 31 will not be accepted, unless it is for a placement that will be done in the new academic year.
3. Explain to your supervisor they will be responsible for approving your hours and have the option of completing a short final online evaluation.
4. Submit this completed form to the Centre in order to ensure the placement meets the Centre's placement criteria.

Once the Centre has received the completed form, we will begin the process of registering your placement. You can begin entering your volunteer hours in the Community Engagement Navigator as soon as the Centre has approved your placement and sent you an approval confirmation by email.

As soon as your volunteer hours are approved, you can get a Co-Curricular Record (CCR) at no charge. You can request your official CCR through the Community Engagement Navigator. Official CCRs are picked up at our office. You can also print an unofficial CCR from home.

F.Y.I. It may take several weeks before you are officially matched with your placement in the Community Engagement Navigator. This waiting time depends on the number of requests received by the Centre and the time associated with the approval from your placement supervisor.



INSTRUCTIONS: Complete all fields and return directly to the Centre or email the form to:
servingothers@uOttawa.ca.

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Student					
First name:		Last name:		Student number:	
Primary phone:		Alternate phone:			
Email address :					
Have you activated your account in the CE Navigator? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is this a community-based research placement? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, proceed to the <i>Organization</i> box below)					
Has this research project received approval from the Research Ethics Board? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required					
Organization					
Organization name:			<input type="checkbox"/> On campus <input type="checkbox"/> Off campus		
<input type="checkbox"/> If this is an international placement: Click to confirm that the country where it will be held is not under a Government of Canada advisory to “avoid non-essential travel”. To verify a country’s travel safety status, please consult: https://travel.gc.ca/travelling/advisories					
Street address:			Apartment or unit no.:		
City:		Province:		Postal code:	
Phone :					
<input type="checkbox"/> Tick here if location cannot be made public due to security reasons.					
Mailing address <i>(if different from above)</i>		Street address:		Apartment or unit no.:	
		City:		Province:	
Website:					
Provide a brief description of organization (include mandate from organization’s website) (If placement involves community-based research, explain how the organization meets the eligibility criteria ¹)					

¹ The Centre defines community-based research as (1) research that has a link with the community and provides a benefit to the community; (2) collaborative research between students, the community (community partner) and the University (e.g. a professor, research group, lab, etc.); or (3) research where results (including methodology) are available to the public.



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Supervisor's name:		Best way to reach your supervisor: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Either																																		
Supervisor's title:		Supervisor's email:																																		
Supervisor's language of preference: <input type="checkbox"/> English <input type="checkbox"/> French		Supervisor's phone number:	Fax:																																	
Placement information (NB - The Placement Title and Description should be pre-approved by the community partner)																																				
Placement title (e.g. Project assistant for seniors day program)																																				
Placement description (provide details of tasks and responsibilities, including how the placement will contribute to your learning experience).																																				
How many volunteer hours will you be doing?		What is the typical schedule for this placement? <input type="checkbox"/> Flexible <input type="checkbox"/> Other (provide details):																																		
List and specific skills, experience or qualifications required for placement:																																				
What are the language requirements? (English, French, bilingual, other)																																				
Do you REQUIRE a valid Vulnerable Sector-Check (VSC)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you REQUIRE a valid Criminal Record and Judicial Matters Check (CRJM)? <input type="checkbox"/> Yes <input type="checkbox"/> No																																		
		Do you REQUIRE a valid Criminal Record Check (CR)? <input type="checkbox"/> Yes <input type="checkbox"/> No																																		
Where will the majority of volunteer hours be completed? <input type="checkbox"/> Home <input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> On-Campus and Home <input type="checkbox"/> Off-Campus and Home																																				
In which semester does your placement start?		Check all that apply and enter the year. <input type="checkbox"/> Summer (May to August) - Year : <input type="checkbox"/> Fall (September to December) - Year : <input type="checkbox"/> Winter (January to April) - Year :																																		
		Is this placement retroactive (done in the past)? <input type="checkbox"/> Yes <input type="checkbox"/> No																																		
Indicate the categories that best describe your placement (choose all that apply):																																				
<table border="0"> <tr> <td><input type="checkbox"/> Addiction</td> <td><input type="checkbox"/> Education and mentoring</td> <td><input type="checkbox"/> Mental health</td> </tr> <tr> <td><input type="checkbox"/> Advocacy</td> <td><input type="checkbox"/> Engineering</td> <td><input type="checkbox"/> Nutrition</td> </tr> <tr> <td><input type="checkbox"/> Arts and music</td> <td><input type="checkbox"/> Environment</td> <td><input type="checkbox"/> Political life representative</td> </tr> <tr> <td><input type="checkbox"/> Business</td> <td><input type="checkbox"/> Fundraising</td> <td><input type="checkbox"/> Poverty</td> </tr> <tr> <td><input type="checkbox"/> Community-based Research</td> <td><input type="checkbox"/> Health</td> <td><input type="checkbox"/> Science and engineering</td> </tr> <tr> <td><input type="checkbox"/> Community building and organizing</td> <td><input type="checkbox"/> History and heritage</td> <td><input type="checkbox"/> Social services</td> </tr> <tr> <td><input type="checkbox"/> Criminology</td> <td><input type="checkbox"/> Hunger and homelessness</td> <td><input type="checkbox"/> Special event and festival</td> </tr> <tr> <td><input type="checkbox"/> Culture</td> <td><input type="checkbox"/> Information technology</td> <td><input type="checkbox"/> Sports and recreation</td> </tr> <tr> <td><input type="checkbox"/> Disabilities</td> <td><input type="checkbox"/> International development</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Disaster relief</td> <td><input type="checkbox"/> Justice</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Editing, translation or interpretation</td> <td><input type="checkbox"/> Marketing and communications</td> <td></td> </tr> </table>				<input type="checkbox"/> Addiction	<input type="checkbox"/> Education and mentoring	<input type="checkbox"/> Mental health	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Engineering	<input type="checkbox"/> Nutrition	<input type="checkbox"/> Arts and music	<input type="checkbox"/> Environment	<input type="checkbox"/> Political life representative	<input type="checkbox"/> Business	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Poverty	<input type="checkbox"/> Community-based Research	<input type="checkbox"/> Health	<input type="checkbox"/> Science and engineering	<input type="checkbox"/> Community building and organizing	<input type="checkbox"/> History and heritage	<input type="checkbox"/> Social services	<input type="checkbox"/> Criminology	<input type="checkbox"/> Hunger and homelessness	<input type="checkbox"/> Special event and festival	<input type="checkbox"/> Culture	<input type="checkbox"/> Information technology	<input type="checkbox"/> Sports and recreation	<input type="checkbox"/> Disabilities	<input type="checkbox"/> International development	<input type="checkbox"/> Other	<input type="checkbox"/> Disaster relief	<input type="checkbox"/> Justice		<input type="checkbox"/> Editing, translation or interpretation	<input type="checkbox"/> Marketing and communications	
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Student Checklist

You must complete the following tasks before we accept your placement

- Activate your account in the Community Engagement Navigator (via uoZone) so we can match you to your placement.
- Confirm the details of this volunteer placement with the organization.
- Read and confirm your approval of the contents of Appendix A of this form.
- Return this PPBS form to our office to ensure the placement meets the Centre’s criteria.

For internal use only

Centre checklist

Insert your initials to the tasks you have completed

Initials

- Date received (mm/dd/yyyy): _____ Assigned PO/staff: _____ _____
- Community partner exists in Navigator? (Y/N): _____ _____
- Community partner organization meets Centre criteria? (Y/N): _____ _____
(If no, why? _____)
- Community partner has confirmed placement. _____
- New contact has been created and assigned to appropriate staff member. _____
- PPBS has been recorded in Excel table. _____
- PPBS has been filed electronically or as hard copy. _____
- Community partner has received intro email with account information. _____
- All correspondence with new contact has been entered as a note in the CP section. _____
- Student has been matched to placement (Placement no.: _____ Session: _____) _____



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APPENDIX A

COMMUNITY ENGAGEMENT AGREEMENT AND ASSUMPTION OF RISKS

For use by students engaged in community engagement activities (as part of classroom or outside classroom) through the Michaëlle Jean Centre for Global and Community Engagement

I, the Participant, UNDERSTAND AND AGREE that in respect to Community Service Learning (CSL) or Extracurricular Volunteering (EV) activities, I will:

1. Communicate in a timely manner with the (community partner) Organization for the purpose of starting my placement once I am registered to a placement on the Centre's database;
2. Allow the Centre to share my name and email address with the Organization and, while it is my responsibility to contact them as soon as I am registered, I acknowledge and agree that the Organization may contact me first;
3. Communicate in a timely manner with the Centre (servingothers@uOttawa.ca) if I decide not to proceed with a placement for which I registered;
4. Comply with the applicable policies, procedures, rules and instructions of the Organization;
5. Comply with environmental, health and safety, security and other requirements;
6. Participate in any orientation sessions and health and safety or other training offered;
7. Maintain the confidentiality of personal information or other confidential information obtained;
8. Carry out only those activities that have been discussed or reviewed with the appropriate authority within the Organization and with adequate training by or instruction from a qualified individual;
9. Return, by the end of my placement, any equipment provided by the Organization such as keys, books, etc. documents and/or reports produced for the Organization as a result or part of my placement activities and any money raised as part of fundraising activities associated with my placement;
10. Understand that any report, survey or documents I produced alone or in collaboration with other students and/or staff from the organization are the property of the Organization;
11. Understand that prior to using the Organization's logos and/or materials in the context of the tasks assigned to me that I have the proper authorization from the Organization, and
12. Conduct myself in a responsible and professional manner
13. If it is an international community engagement activity, I:
 - Agree to meet all the conditions of the immigration services of the host country. I shall arrange and take responsibility for, among other things, all travel documentation or other documentation (such as visas, etc.) required for my stay abroad.
 - Am aware that there may be immunization requirements before entering into the host country and will inform myself of the appropriate immunizations and obtain such immunizations, if required.
 - Agree to purchase a comprehensive health and travel (including repatriation) insurance that covers the entire duration of my stay abroad and meets all the requirements of the University of Ottawa.
 - Agree to provide to the person I have designated as my Next of Kin a copy of the following documents: passport, visa, health and other insurance.
 - Agree to monitor and abide by the recommendations in the Travel Reports and Travel Warnings issued by the Government of Canada for travel to the host country or to specific region(s) of the host country areas visited (<http://travel.gc.ca/travelling/advisories>).



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I understand and accept that if I have failed to observe any conditions or rules associated with the community engagement activities, I may be asked to leave the Organization's premises or discontinue any activity.

Risks, dangers and hazards may be inherent in the Organization's workplace and are beyond the University's control. Depending on the activity undertaken, such risks, dangers and hazards may include any manner of personal injury, loss or property damage arising from the use, misuse or failure to use any workplace equipment (mechanical, electrical or physical) or from any travel.

I, the Participant, ACCEPT AND FREELY ASSUME such risks, dangers and hazards associated with the community engagement activities.

Where appropriate, I agree to discuss my participation in community engagement activities with a health care professional prior to engaging in the activity. I also agree to inform the University and the activity supervisor or other appropriate authority within the Organization of any medical condition that may increase the risks normally associated with certain activities.

