

Alan E. Guskin Center for
**Community & Business
 Engagement**

Onboarding Liability and CBL

Questions to discuss with your community partner	Related Forms
<p>Do your students need a background check done? If yes:</p> <ul style="list-style-type: none"> • Who pays? (\$10 if done through UW-Parkside Police) • To whom are results sent? <p>Be aware that background check forms can take up to one week to be processed.</p>	<p>UW-Parkside Formal Criminal Background Check Form</p> <p>Questions: Molly Beecher UW-Parkside Police & Public Safety (262) 595-2455 beecher@uwp.edu</p>
<p>Does the partner agency have other required paperwork (e.g. confidentiality forms, volunteer application, etc.?)</p> <ul style="list-style-type: none"> • Do forms need to be completed before service begins? • To whom should students turn in their paperwork? 	<p>Varies for each agency</p>
<p>How will students be trained and/or given an orientation?</p>	<p>Expectations can be articulated and included in the CBL Partnership Agreement Form</p> <p>Safety & Empowerment for Experiential Education training module is available through Canvas</p>
<p>How will students be supervised on site?</p>	<p>Expectations should be included in the CBL Partnership Agreement Form</p>

In addition, you should consider issues related to students' transportation to the site:

1. If you are taking the class as a group to the community partner's site, you should consider having students complete the UW-Parkside Field Trip Waiver Form.
2. Transportation Options
 - a. Student provides/finds own transportation (can include Uber/Lyft)
 - b. Rental of a van through UW System vendor (for whole class field trips)

In most cases, the University does not require a student driver authorization for CBL activities since it's part of the requirement for coursework or graduation.

Please consult with Parkside's Safety-Risk Management Office about any questions or concerns, especially if your CBL course includes activities that you think may entail risk.

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