



COMMUNITY PARTNER HANDBOOK

Context about the CEF Program and Guidelines

We hope that this section offers some context that might be a helpful point of reference to you share what the CEF program entails with others at your organization/in the community. Furthermore, we hope it provides context as to what the student expectations are for participation. Other information can be found on the [CCLA Website here](#).

The Community Engagement Fellows (CEF) program is a long-term, sustained engagement between a student and a community partner. It is a cohort-based, developmental model for student civic education and a commitment to community—to community partners as co-educators, to community needs as university priorities, to a vision of the university as a part of the community.

The hallmark components of this program involve:

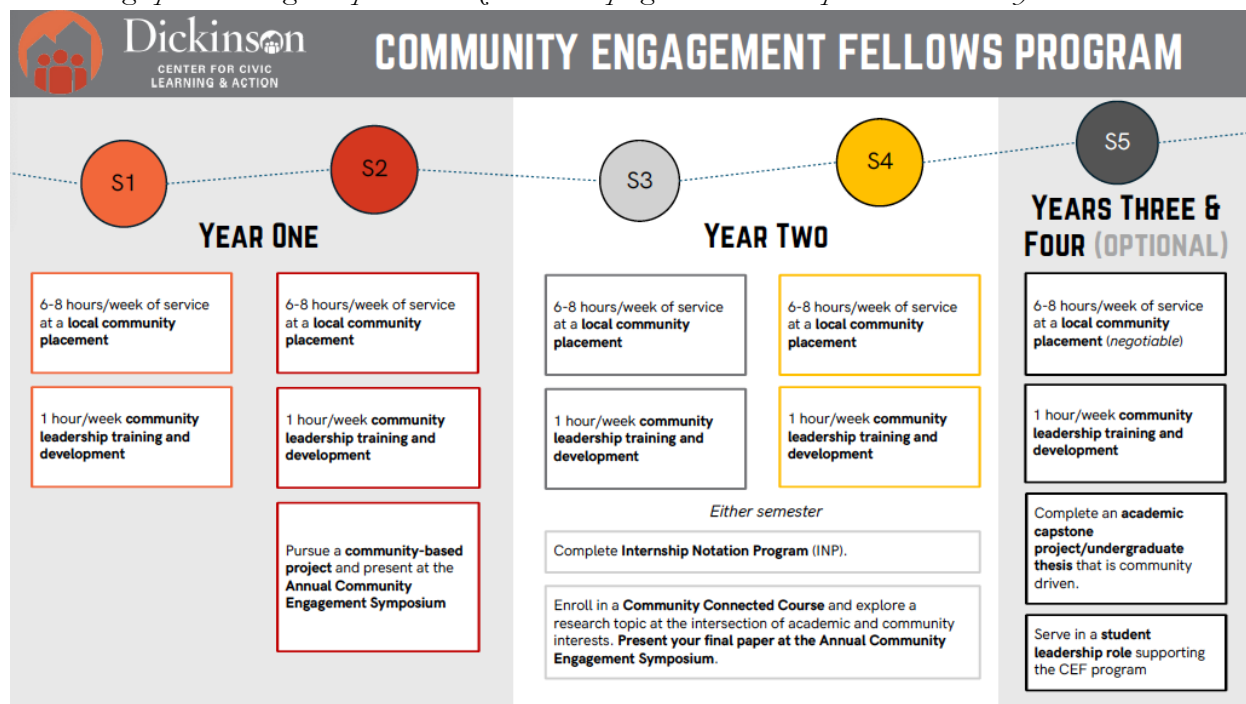
- **A commitment from the student to serve 6-8 hours a week *on average*, across at least four semesters (two academic years).** Given that students are committed to a sustained partnership, it is the hope that they are able to take on greater responsibility and leadership over time, such that they develop the capacity of their community organization. One hope is that they are able to take lead on a project later in their experience that aligns with an organizational need. As they advance in the program, they will also work on integrating their community engagement with their academic pursuits.
- **A community partner who is committed to serving as a student's educator and investing in their development as a young person and community leader.** That means we ask that each partner identifies a site supervisor who takes responsibility of their student, meets regularly with them, approves their timesheets and tailors the internship to their student's interest and potential.
- **A weekly community leadership training and educational program,** hosted by the CCLA, to give students opportunities to reflect on their experience and consider its implications, gain necessary skills and knowledge in order to serve responsibly and critically, and to build community amongst students with similar values.

Additional student expectations:

- Completion of all CEF and Internship Notation Program assignments (INP is in the second year of the program. Examples of CEF assignments include: site visit with CEF staff and community partner; reflection papers in second year; and performance evaluations).

- Completion of clearances (background check) as required for some sites (see position descriptions for details).
- Maintenance of a minimum 2.5 GPA.
- Adherence to academic and behavioral expectations as stated by Dickinson College's Community Standards (maintenance of good standing with the College).

Below is a graphic that might help to visualize the CEF program and its components across the years.



Summary CEF Requests and Reference for Site Supervisors

- Please approve students' timesheets via email every two weeks. It is the student's responsibility to send you and Sam their timesheet via email. All you need to do is "reply all" with "Approved."
- Students are not permitted to work during exam week and over academic breaks (e.g. Fall Pause, Thanksgiving, Winter Break, Spring Break, Summer Break). [Please see the 2024-2025 Dickinson Academic Calendar here](#). We apologize about this constraint from Student Employment, and we thank you for being flexible with students' schedules.
- We hope to coordinate annual site visits (between Sam, the CEF, and the Site Supervisor) each Spring, as an opportunity to reflect on the experience together and how best to continue. Please look out for that scheduling email in the Spring.
- Each Spring, CEFs present some part of their community experience at the Civic Engagement Symposium, a public event showcasing community engagement. This year, the Symposium is scheduled for Thursday, April 24, 2025 from 12-1pm, and we invite you to attend and participate if time and capacity allows!

- For many students, this might be their first “professional” experience outside of the classroom, so we ask that you be as explicit as possible with sharing expectations and norms for engagement at your site, including details like how to communicate, attire, and norms around addressing others in your organization. We appreciate your attention to their growth and development at this formative stage of their life.
- If you ever have concerns about your CEF, the fit of the placement, or any questions about the program, please do not hesitate to reach out to Sam (hadimuza@dickinson.edu, 717-245-1005).

Onboarding Checklist

Site supervisors serve as important and formative co-educators in students' college experience. Most community leaders already practice many of these norms and actions when it comes to supervision, but we at the Center for Civic Learning in Action (CCLA) wanted to provide some resources to support site supervisors in this role. Please find a checklist of helpful information below as you are orienting your CEF to your site.

Scheduling & Logistics

- ☐ Determine the student's service schedule—including regular check ins with you, as their site supervisor—and establish a policy for covering absences.
- ☐ Compare your holiday/event schedule with the student's [academic calendar](#) for the entire semester, as students are not permitted to work over academic breaks (e.g. Thanksgiving, Winter Break) nor during exam periods (the last week of each semester).
- ☐ Inform the student of the organization's phone number and explain telephone procedures, extensions and so forth if the student's responsibilities include phone use.
- ☐ Point out the location of the nearest fire alarm, exits, extinguisher and staff alarm code numbers.
- ☐ Point out the location of the restrooms.
- ☐ Inform the student of your organization's emergency closing policy.
- ☐ Inquire if there are any special accommodations necessary to assist the student in their volunteer effort.
- ☐ Prepare a folder or notebook with information for students or volunteers, particularly about what students are and are not authorized to do. Have this ready for the first day on the job and easily available throughout the semester.

Organizational Context & Student Responsibilities

- ☐ Assign an accessible staff person to supervise the Bonner student.
- ☐ Introduce the student to co-workers.
- ☐ Share context about the CEF program with other staff at your organization — in particular its emphasis on long-term commitment and student development — so they are prepared to work with students.
- ☐ Give a tour of the organization's space and discuss its origin, mission and function.
- ☐ Return to the job description you drafted for the selection process. Collaboratively negotiate the duties and responsibilities of the student, given their interests, strengths, and growth edges.
- ☐ Help the student connect the dots: How do the student's tasks relate to others in the organization? How do their responsibilities connect to the bigger picture mission of your organization?

- ☐ Assist the student in developing overarching goals for their long-term internship with you, breaking them down into semester benchmarks. A part of student's CEF experience is also developmental, with the hopes that they are able to eventually (after building trust) take on a project/initiative that intersects their interests with a need of the organization. Brainstorm some topics for projects or research-based needs that they might take on.
- ☐ Inform student of all potential risks or procedures associated with volunteering at your organization, including any policies regarding safety and mandated reporting or any sensitive topics/context about working with community members in this capacity. For example, use of language (e.g. "homeless" vs. "unhoused;" "survivors" vs. "victims") or special rules. If necessary, request that the student sign an Informed Consent document.

Professional Norms

- ☐ Inform the student of your organization's dress code and what you expect from the student in this regard.
- ☐ Discuss your expectations for communication and professional engagement in your workplace. What is a good form of communication when a student is ill or cannot come into work? Who (and how) should they contact when they have a minor question, as compared to a more in depth question?

Ongoing Actions:

- ☐ Monitor the number of hours that the student worked. Every two weeks, students will submit their hours via email, cc'ing you and Sam Ha-DiMuzio. Please approve their timesheets by replying all with "Approved."
- ☐ Inform the student of any changes in the operations of the organization.
- ☐ Update the student about significant events that occurred at your organization or in the surrounding community since his/her last visit.
- ☐ Give the student ample feedback and invite questions that s/he may have about policies and procedures specific to your site.
- ☐ Check in with the student about their work and whether they have any questions or concerns.

List of Partners with Current CEFs

This list includes the local community partners who are actively hosting a CEF. We hope that this list is a reference point in the case you would like to be connected with other organizations currently supporting Dickinson students or in the case you wanted to nominate an organization that could benefit from a sustained partnership with a Dickinson CEF.

Big Brothers Big Sisters of the Capital Region has operated under the belief that inherent in every child is the ability to succeed and thrive in life for more than 30 years. As the largest donor and volunteer supported mentoring network, Big Brothers Big Sisters of the Capital Region makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages 6 through 18, in communities across Cumberland, Dauphin, Lebanon, and Perry Counties.

Learn more about Big Brothers Big Sisters of the Capital Region at <http://caphigs.org>.

Carlisle Arts Learning Center (CALC) serves and enriches the community by encouraging creativity and self-esteem through exploration and appreciation of the visual arts. It does this via classes and workshops, exhibits and participation in community events. Since its founding in January 1992, CALC has offered a variety of courses for children and adults in a number of settings, including the Carlisle YWCA, Carlisle Community Center, Hope Station, One West Penn, and Cumberland Crossings.

Learn more about CALC at <http://www.carlislearts.org>.

Carlisle Victory Circle (CVC) programs are designed to teach minority and under-represented middle and high school students in the Carlisle Area School District to dream dreams, to set goals, to work to achieve those goals, to see themselves as necessary contributors to their community, and to see themselves as people who are worthy.

Learn more about Carlisle Victory Circle at <http://www.carlislevictorycircle.org>.

Central PA Family Support Services instills hope and empowers families and individuals to make positive life changes using diverse programs. Central PA Family Support Services is also the HUB for the Pardon Project of Cumberland County which was created to secure pardons to members of our community who were once convicted of a non-violent crime, completed their sentence, and turned their lives around.

Learn more about Central PA Family Support Services at <https://pafamilysupports.org/>

Community CARES began as a ministry of Grace United Methodist Church in 2004 to provide overnight emergency shelter from November through March to those with nowhere else to go. Shelter was provided in host churches in the Carlisle area and staffed entirely by volunteers. In the first year of service, CARES provided shelter to 45 homeless guests. Since then, the organization has sheltered more than 1,000 homeless in Cumberland and Perry counties.

Learn more about Community CARES at <https://www.morethanshelter.org>.

Cumberland County Court Appointed Special Advocates Program (CASA) recruits, trains, and supports volunteer advocates for children involved in the child welfare (Children & Youth) court system of Cumberland County. The subject children are typically removed from their parents' custody due to abuse and neglect concerns and are living in foster homes, group homes, shelters, treatment facilities, etc. Their volunteers focus on advocating for the best interest of the children to the Dependency Court system.

Learn more about CASA at <https://www.ccpa.net/107/Court-Appointed-Special-Advocates-CASA>.

New Life Community (NLC) and specifically LifeWorks continues to desire to be a primary place of connection and care for our community. During the week hundreds of people come in and out of their building to connect with services, volunteer, or attend NLC ministry centered activities. It is not possible to expand and continue to grow without the partnerships that they have with organizations like Dickinson College.

Learn more about New Life Community at <https://newlifecommunity.us/>.

Project SHARE's mission is to reduce food insecurity for neighbors in the greater Carlisle area by offering access to nutritious food, programs, and a support network that promotes self-sufficiency, fosters dignity, and instills hope. Project SHARE of Carlisle is able to provide services to a family residing in the Carlisle area if they fall in the guidelines the Department of Agriculture has set with an income falling below 150% of the federal poverty level. In addition, they run a Farmstand that provides fresh produce to anyone in need in the greater Carlisle area.

Learn more about Project SHARE at <https://projectsharepa.org/>.

The United Way of Carlisle and Cumberland County's mission is to unite people and resources to build a stronger, healthier Carlisle and Cumberland County. They fight for the health, education, and financial stability of every person in our community. The United Way supports 35 programs and 23 partner agencies. In 2020-2021 (July 1 to June 30), United Way allocated \$1,708,129 in programs and services to the community.

Learn more about the United Way of Carlisle and Cumberland Count at <https://unwcarlisle.org/>.

YWCA Carlisle & Cumberland County operates Sexual Assault/Rape Crisis Services of Cumberland County to support victims of sexual assault and their families. Their Community Impact Department features various youth empowerment programs (like Empower & Equip Programs, After the Bell, Storytellers, Youth Leadership Conference, Martin's Mission, and more) along with Women's Empowerment Programs. Their preschool is dedicated to providing quality early childhood education to all families in the community. Racial justice is a critical focus and one of the two mission pillars of the organization, and drives their partnership with Carlisle Hope Station, a local community organization working to empower the Memorial Park neighborhood. YWCA is involved with community outreach, trainings, rallies, panel events and discussions to address racial and social justice issues playing out in our region.

Learn more about the YWCA Carlisle & Cumberland County at <https://ywcacarlisle.org/>.

List of CEF Partners

Below is a list of our partners who have previously hosted a CEF and likely will include student placements again in the future.

Alliance for Aquatic Resource Monitoring (ALLARM) is Dickinson College's community science center. Since 1986, ALLARM has collaborated with PA and NY volunteers and partners on stream monitoring efforts to support local, state, and regional clean water initiatives. ALLARM employs 10-12 Dickinson College students as part time watershed coordinators. In addition to helping to conduct community workshops to teach people how to do stream monitoring, watershed coordinators work in several areas: research, lab, stormwater education, data analysis, and communications and outreach.

Learn more about ALLARM at <https://www.dickinson.edu/allarm>.

The Carlisle Area Chamber of Commerce has been serving the Carlisle, Pennsylvania, Area for more than 100 years. Our mission is to serve as a community catalyst that encourages and supports economic growth and stability. We help connect people to what they need to start a business here, grow a business here -- or even move a business to Carlisle. The Chamber plans, hosts, and partners in diverse networking and professional-development events. They also foster dialogue and communication with members and community partners, about how they can better support them. And, the Chamber offers exclusive advertising opportunities to members, that showcase their business.

Learn more about the Carlisle Area Chamber of Commerce at <https://www.carlislechamber.org/>.

Central Pennsylvania Conservancy (CPC) is a nonprofit, charitable organization with a mission to acquire, preserve, and protect local land and natural resources in South-Central Pennsylvania. Central Pennsylvania Conservancy is an accredited land trust. Active for over 35 years, the organization serves as the local land trust for a 5-county region (Cumberland, Franklin, Perry, Dauphin, Juniata Counties), plus Northern York County. Their vision is to create a local network of permanently protected and preserved lands by fostering a community committed to conservation and acquiring key lands and easements.

Learn more about CPC at <https://centralpaconservancy.org/>.

Employment Skills Center helps individuals become more employable, productive and self-sufficient community members through education and training. The organization hosts English as Second Language courses, computer classes and help with resumes, interviews and other job necessities. They also help organizations become more efficient, safe and productive with Customized Workforce Training designed to deliver foundational skills to incumbent workers.

Learn more about the Employment Skills Center at <https://employmentskillscenter.org/>.

Hope Station seeks to lift up the neighborhood surrounding Memorial Park by tackling the most difficult problems through education, technology, job development and, most importantly, teaching

children to become leaders by learning to respect themselves and others. It provides programs such as Kids Cafe, where kids can get healthy snacks after school; Youth Growth Activity (YOGA), where students in 6th - 12th grade do fun and enriching activities after school; HIRE Plus, where adults learn basic job skills to improve their chances of finding work; and many more.

Leadership Cumberland is a nonprofit that works to develop effective leaders for the workplace and community. We do so through our adult and youth community leadership programs. We also host nonprofit trainings, educational webinars, community events, and run an alumni association for past graduates of our programs.

Learn more about Leadership Cumberland at <https://www.leadershipcumberland.org>.

Professional & Educational Empowerment Center (PEEC) is a computer lab which offers daily drop-in hours for community members to use computers, wifi, phone and printer/fax machines. PEEC's mission is to expand technological access by creating an inclusive space that connects community members to job readiness training, educational programming, and technical skill-building workshops, and is another resource for connecting social services, including housing and food support, for the Northside community, a low-income neighborhood that is the most racially and ethnically diverse in Carlisle.

REACH! is an after-school program for students in grades 3-12 that strives to help students achieve greater academic success through performing arts. The program employs mentoring, tutoring, homework help and role modeling to achieve this goal. They believe that the discipline learned in performing arts can be applied to education, athletics, a healthy lifestyle and gaining relevant and useful life skills. The program serves over 100 students each year and provides educational assemblies at schools and other live performances throughout the community.

Learn more about REACH! at <http://www.reachusainc.com/>.

The Cumberland County Historical Society is dedicated to collecting, preserving, interpreting, and promoting the rich history of Cumberland County, Pennsylvania.

Learn more about the Cumberland County Historical Society at <https://www.historicalsociety.com/>.

The Carlisle Theatre was established in 1939 and renovated in 1993, the theatre remains Carlisle's downtown source of entertainment. The Carlisle Regional Performing Arts Center presents musical concerts, performances, films, live theatrical productions, and programming for children and families.

Learn more about the Carlisle Theatre at <https://carlisletheatre.org/>.

YMCA Carlisle works to promote personal growth, enhance family values, and provide community service through programs available to all. Programs include health, children and youth development, camping, after-school care and community groups.

Learn more about the Carlisle Family YMCA at <https://carlislefamilymymca.org/>.