**Community Engagement Experience(CEE)**

**Approval Form**

**Think Globally; Act Locally**

Name

Study Abroad Country Year of International Experience

Campus Coordinator’s Signature Date

The following is a list of components that constitute a CEE. Think about these components when you are answering the questions below. In order to have your idea for your CEE approved, each team member in your group must submit this form to your Campus Coordinator and review your answers to the questions below prior to October 7. Simply submitting the form does not guarantee that your CEE will be approved. The Approval Form must be signed by your Campus Coordinator. She will keep the Approval Form on file, and you are strongly encouraged to keep a copy for your own records. You will have until January 30 to complete your CEE.

1. What is your vision?
2. How does your CEE constitute an example of ‘Thinking Globally; Acting Locally’?
3. Who are the members of your team?(i.e. VIH awardees, members of your community or both)?
4. What ‘template’ are you following? (a) Cultural Performance, b)Panel/Speaker/Roundtables, c) Fair, d) Festival, or e) Workshop)
5. How will you and your team go about implementing your CEE?
6. What impact do you expect you will have in your community?
7. Do you consider that you and your team are sharing knowledge with community members or are you empowering community members to effect change?
8. Is your CEE intended to be sustainable? If so, how will you achieve this?
9. What do you believe are the characteristics or a high-performance team? How will you ensure your CEE team functions this way?
10. The Heinz Endowments has a specific set of advertising guidelines outlined in the CEE Document. How does your CEE fall within these guidelines?
11. The Heinz Endowments has a specific set of policies for fundraising/any CEEs that involve money. These policies are outlined in the CEE Document. How are you ensuring that your CEE is in line with these policies?
12. Have you familiarized yourself with the leadership development power points found on both the CEE page and the leadership development page of the VIH website?
13. Have you familiarized yourself with all of the resources for the particular template of a CEE that you will do? What have you learned from these resources? How will you use them?
14. Have you invited both your Campus Coordinator and Sarah Wagner to your CEE? How far in advance did you invite them?
15. You have until January 30 to complete your CEE. Construct a timeline of the tasks that you must complete and the week and month by which they must be completed.