**SIU Carbondale: Center for Service-Learning & Volunteerism**

**Risk Checklist for Community Organizations**

1. Organization Name and address:
2. Primary Phone number:
3. When was the organization established?
4. Website address:
5. Name of Director or Volunteer supervisor:
6. Is your organization a governmental agency or 501(c)3 entity?
7. What are the primary responsibilities of student volunteers?
8. What kind of orientation do you provide for student volunteers?
9. Does your organization provide liability coverage to volunteers, if yes how much?
10. Are there special risks related to providing service to your organization? (i.e., involve exposures such as heavy or dangerous equipment, hazardous areas, inclement weather conditions, transportation, working with children, involve alcohol in any way, clients with special needs or issues such as substance abuse, domestic violence.)
11. How do you address special risk concerns?
12. Do you have policies that ensure confidentiality of names, records, of individuals being served and student volunteers?