

Community Partner Meeting Checklist:

- 1) Share Capstone Handbook
- 2) Review Syllabus and Schedule
- 3) Establish key contact at organization for student communication. Preferred mode of communication?
- 4) Plan for Site Visit – content, location, what to bring, etc.
- 5) Talk about brochures, website, other promo materials?
- 6) Develop list of activities students can participate in
- 7) Establish volunteer schedule
- 8) Formulate final project
- 9) Grant Writing Capstones
 - a. Review foundations already approached
 - b. Generate list of grants
- 10) Parking permits for campus visits?
- 11) Location for final presentation?
- 12) Next Steps
- 13) Other?