



Community Connections Database (CCDB) Instructions for Community Agencies (CSL-4C)

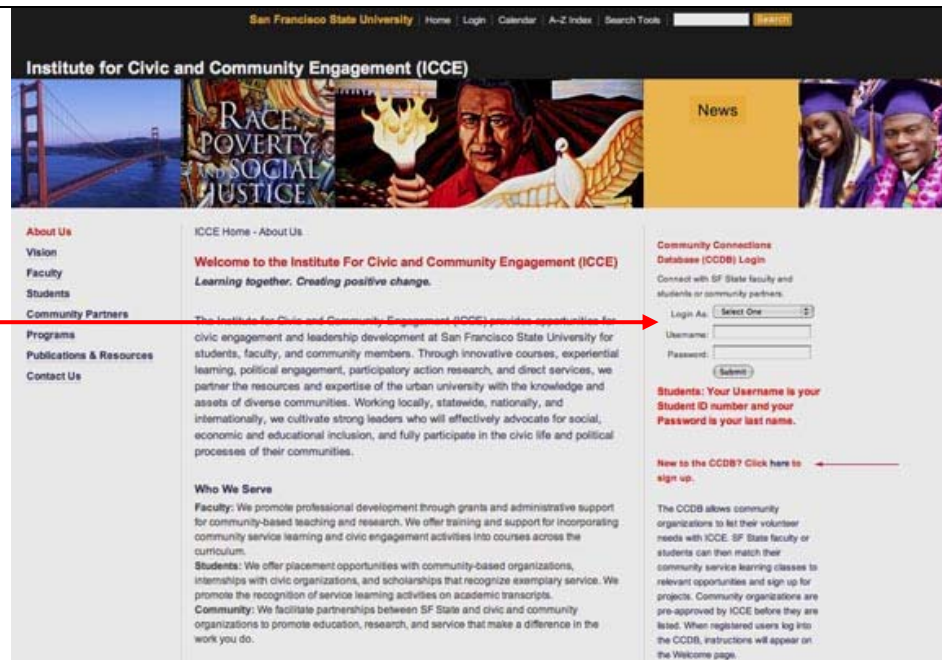
The Community Connections Database allows you to create and post new volunteer projects or placement opportunities. Projects are matched by ICCE Staff to SF State community service learning classes. Students from each course can then view the projects associated with their particular class and are expected to contact you for an interview.

Accessing the database

STEP 1:
Go to ICCE home page at www.sfsu.edu/~icce

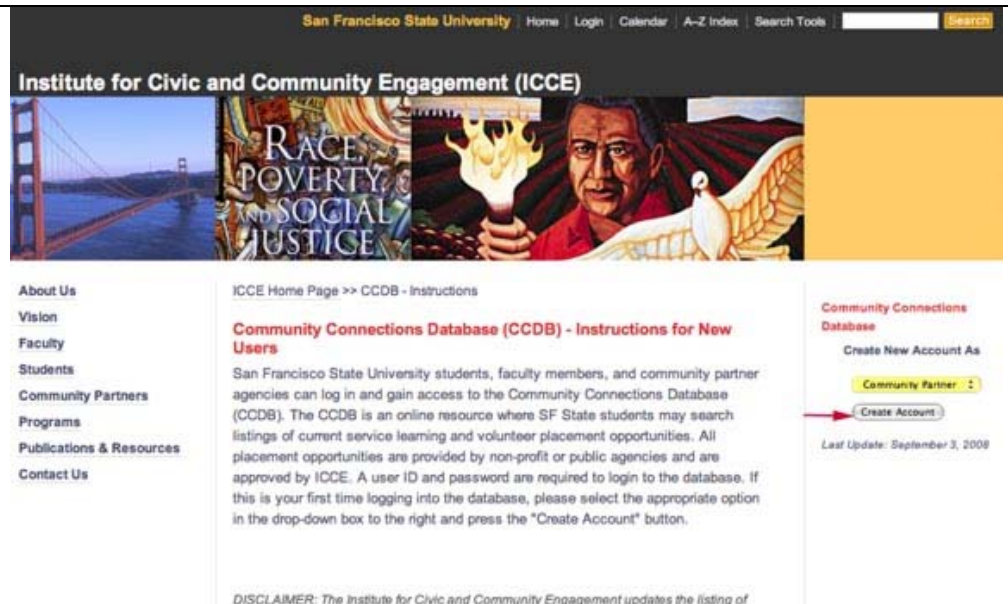
The CCDB Login is located in the right sidebar column (red tey)

STEP 2:
Login as Community Partner using your username and password



OR

Sign up and Create Account if you do not already have a CCDB profile.



Create Account 2nd screen

[Click Next >>>](#)



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Community Based Organizations

The following **online registration process** is divided into three sections:

1. Partnership Requirements and Responsibilities
2. Your Agency's Profile and
3. *Project Information

Once you have created your organizations' profile and *described the kind of volunteer projects you'd like students to work on, your organization will be approved for listing in the CCDB and SF State students will be able to look at your volunteer opportunities. If you have any questions, concerns, or difficulties with this process, please contact our office at icce@sfsu.edu

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Sign up and Create Account STEP 3:

STEP 3:

You will not be able to register in our database unless your organization meets requirements.

Click each radial button to answer those three questions (1a-c), then click [Next >>>](#) to continue.



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1. Partnership Requirements and Responsibilities

It is the policy of the California State University (CSU) system to seek a safe and healthful experience for students participating in Community Service Learning positions. San Francisco State has developed policies, procedures, and guidelines to reduce the risk of physical injury or property damage to students. Potential sites must review and agree to the following terms before students are placed at community service sites. Note that **Organizations not able to meet the minimum requirements will not be able to list projects with us.**

1a. Liability Issues:

Does your organization maintain liability insurance for volunteers?

Yes No

There is no provision in SF State or CSU CSL contracts that allows us to accept responsibility for off-site students, nor does SF State provide liability coverage. Sites must be willing to assume the responsibility for any liability that could result from inviting a student to volunteer under their supervision and/or at their premises.

Does your organization agree to cover liability for any SF State student volunteer, either through general liability or worker's compensation?

Yes No

1b. Displacement:

Will student volunteers at designated sites displace any employed worker?

Yes No

The following Agreement assures that your agency is prepared to work with community service learning (CSL) students.

1c. Partner Responsibilities:

As an agency partner with the Community Service Learning program, I agree to:

- Designate a supervisor who will serve as liaison with the Community Service Learning program, the faculty, and the student.
- Keep contact and project information current.
- Follow the recommended agency checklist, including:
 - Orient the student to rules, policies, procedures, methods and operations, community issues, and population served;
 - Sign student's Community Service Learning Plan, if required by faculty. This form will be provided by student;
 - Notify the faculty member immediately, preferably by phone, in case of dissatisfaction with or misconduct by the student;
 - Maintain good communication with student, CSL staff, and faculty; and
 - Offer suggestions and ideas for improvement.

Agree Cannot Agree

[Next >>>](#)

Create Your Agency's Profile.

Please complete each field. Note that fields that have a red asterisk * next to them **must** be completed.

Create your username and password.



2. Agency Profile

Guidelines: If your agency has multiple sites for its projects, please include central office information only. All fields must be addressed. Once you confirm and submit your information, you will receive an email with login instructions. You will have the opportunity to list site locations where students will be working after your agency has been approved.

Section A: Agency Contact Information

Agency Name: *

Contact Name (First, Last): *

Position:

Address: *

City / State / Zip: *

Phone:

Fax:

Email: *

Web Site:

What is your preferred method of communication? * Email Phone Mail FAX

Section B: Login Information

Desired Username: *

Password: *

Describe your agency's mission and purpose by typing in the text box.

Select which populations your organization serves from the pull-down ↓ menu.

Section C: About your Agency

Purpose / Mission: *

What are the primary populations served by your organization?

- Select One -

- Select One -

- Select One -

Other:

Section D: Project Description

IMPORTANT: Your organization will not be approved for student assignments until all project information is completed and approved. Projects must be able to be completed during one semester. CSL students usually complete an average of 40 hours work per semester. Fall semester runs from September-December; and spring semester goes from February-May.

Project Title: *

Project Start/End Dates: *

 to

What is the minimal hourly commitment per student per session? *

List some possible Tasks or Activities students will be asked to perform:

Example: Work with staff to write grant proposals

Help organize after-school activities

Once you have completed all fields, click on [Confirm & Continue >>>](#)

Please check the information you have entered, then click "Make Changes" or "Confirm and Continue."

[<< Make changes](#)

[Confirm & Continue >>](#)

You will be sent an email with your username and password in it. The email says,

“Thank you for registering your organization! A member of our staff has been notified of your registration and will review your application.”



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Thank you for registering with SF State's Community Connections database (CCDB)! A member of our staff has been notified of your registration, will review your application, and will contact your agency if there are questions and to arrange a site visit. Please Note: Your projects will NOT be matched to CSL classes until your Agency is approved as a Community Service Learning Site.

In the interim, we invite you to log into your Control Panel and set up any additional projects.

The process is simple:

1. Go to <http://www.sfsu.edu/~icce/>
2. Enter your login information:
Username: [Username]
Password: [Password]
3. Click on "Projects" and start entering your project information

Please print a copy of this page and save it as it contains the username and password you will use to login to the database. **You will receive an email soon that will contain instructions about how to use the database.**

If you have any questions, our staff will be more than happy to help you out.

Thank you again for registering!

Institute for Civic and Community Engagement
<http://www.sfsu.edu/~icce/>

Email : icce@sfsu.edu

Please contact us at (415) 338-6419 if you have questions, or e-mail icce@sfsu.edu