

Community Engagement Questionnaire

* Required

Instructions for Completing the Community Engagement Questionnaire

Please complete a questionnaire for each initiative offered during Fall 2014 through Summer 2015: The data requested beginning with question # 9 is for this 2014-15 cycle. If the same program is being offered for the 2015-16 cycle, you can indicate it on the questionnaire and it will be listed in the new online RU-N Community Engagement Resource Guide along with any new 2015-16 entries.

If you have an initiative that was previously listed in the 2013-2015 Engagement Guide kindly review that entry first, as this will expedite completion of this year's program description information on the questionnaire. The 2013-2015 Guide can be accessed online at <http://oucp.newark.rutgers.edu/>. Please make every effort to complete each data section of this questionnaire for your 2014-2015 initiative.

If you are providing an entry for the first time, we also encourage you to peruse the 2013-2015 Guide online to familiarize yourself with the format before beginning the questionnaire. Please note: If you close the browser prior to completion of the form, all data will have to be re-entered. However, a link will be provided after you submit the questionnaire if you need to edit any of your responses.

You should know that the data you provide regarding your outreach/engagement initiative will not be incorporated into the guide description. Most of it will be compiled as aggregate institutional data that may be displayed in the Guide or other institutional reports and documents. You should also know that completion of the questionnaire does not guarantee inclusion in the publication. Each submission is first reviewed to determine its appropriateness for the Guide.

Kindly complete the questionnaire by July 30, 2015. Your responses will automatically be uploaded and you will then be provided with a copy of them via email. If you have questions or need assistance please contact Maxene Summey in the Office of University- Community Partnerships, at (973)353-1630 or via email, summey@rutgers.edu. Please be advised that Ms. Summey or one of her assistants may contact you if there are any questions regarding your entries.

Thank you for assisting us in showcasing the commendable and impactful engagement initiatives that are being undertaken by the members of the Rutgers University-Newark community.

Diane Hill, Ph.D.

Assistant Chancellor,

University Community Partnerships

Contact Information

Please note, all of the contact information will be included in the Community Engagement

Brochure.A copy of this submission will be sent to the contact e-mail.

1. **1) Contact Department**

.....

2. **2) Primary Contact Name**

.....

3. **3) Primary Contact or Department Phone Number ***

.....

4. **4) Primary Contact E-mail ***

.....

5. **Date of Submission ***

.....
Example: December 15, 2012

*(asterisk fields are required)

Outreach Information

6. **5) What is the name of your community outreach/engagement program? ***

.....

7. **6) Department or Program Website**

.....

8. **7) Any changes to program information/description? ***

(Please verify the program description and contact information for your outreach program as it was listed in previous Community Engagement Brochure.)

Mark only one oval.

This is a new program that was not previously submitted. *Skip to question 10.*

The information will remain the same. *Skip to question 10.*

I have made changes to the information. *Skip to question 9.*

9. Please provide the updated information below if you had made any changes to the information *

.....

10. Program Description: *

(The section provides space for new programs or updated information. If the program information remains the same then please enter 'No Change'. Kindly limit the description to 875 characters)

.....
.....
.....
.....
.....

11. 8) Name of the person completing application if different from contact person:

.....

12. 9) Where is your program located? *

Mark only one oval.

- On Campus
- Off Campus
- Both
- Online

13. When is the program offered? *

Mark only one oval.

- Commencing 2014-2015
- Commencing 2014-2015 through 2015-2016
- Commencing 2015-2016 *Stop filling out this form.*

*(asterisk fields are required)

CHECK OFF THE DURATION OF THE PROGRAM

14. Semester

(Check all that apply)

Check all that apply.

Summer (Weekdays)

Summer (Weekends)

Fall (Weekdays)

Fall (Weekends)

Spring (Weekdays)

Spring (Weekends)

Other:

15. Time

(Check all that apply)

Check all that apply.

AfterSchool

In-School

Daytime

Evenings

Other:

16. Total number of weeks during the program? *

.....

17. Total number of hours program is offered? *

.....

*(asterisk fields are required)

18. 12) How is your program funded? *

(Please check all that apply.)

Check all that apply.

- In Kind
- Federal Grant(s)
- State agency funding
- Local government fundings
- Local foundation
- National foundation
- Other:

19. 13) How long has your program been in existence? *

Mark only one oval.

- less than a year
- 1-2 years
- 3-5 years
- 5-10 years
- more than 10 years

*(asterisk fields are required)

ESTIMATE THE NUMBER OF INDIVIDUALS

(Leave as blank if none or not applicable)

20. Estimated Participants Served *

.....

21. Age Group*Check all that apply.*

- newborns (0-2)
- Infants (3-5)
- Young Children (6-10)
- Adolescents (11-17)
- Undergraduates (18-21)
- Young Adults (22-35)
- Adults (35-61)
- Seniors (61+)

22. Population Served

Choose all that apply

Check all that apply.

- Grades K-8
- Pre School
- High School
- College Graduates
- Teachers
- Professors
- Business Professionals
- Business Agencies
- Artists
- Social Workers
- Families/Parents
- Community-based Groups
- Government Agencies
- Citizen Groups
- Voters
- First Generation
- Unprivileged Classes
- Disabled
- Out of School Use
- Other:

23. Locations Served*Check all that apply.* Newark Residents Other:**24. 15) How is your Program Staffed***(Leave blank if none or not applicable.)**Check all that apply.* Rutgers University Faculty Rutgers University Professional/Administrative Staff (Full Time) Rutgers University Professional/Administrative Staff (Part Time) Hourly Employees Student Employees (paid) Student Interns (paid) Rutgers GAs/TAs Volunteers Non-Rutgers Consultant, Agency or Firm**25. Please indicate number of personnel in your program.**

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26. 16) Is your program community service? **Mark only one oval.* Yes *Skip to question 27.* No *Stop filling out this form.*

*(asterisk fields are required)

*Skip to question 27.***27. Community service type ****Check all that apply.* Paid Unpaid Volunteer Internship Course Credit

28. Total number of community service hours

*

(Per Person)

.....

29. Total number of community service hours

*

(All Participants)

.....

30. Please select a category **Mark only one oval.* Per Day Per Week Per Semester Other:**31. Who are involved? ****Check all that apply.* Faculty Staff Students**32. 17) Activity/Service Rendered ***

(Check all that apply)

Check all that apply. Leadership Training Executive Coaching Capacity Building Professional Development Entrepreneurship Training Problem-Solving Skills Team-Building Skills Economic Development Academic Enrichment/Training Coaching/Mentoring Technology Training Tutoring Other:

*(asterisk fields are required)

