BRIDGE TO THE FUTURE

SCHOLARS PROGRAM

COMMUNITY ENGAGEMENT HANDBOOK

CSUN | INSTITUTE for COMMUNITY HEALTH WELLBEING | NPA NEIGHBORHOOD PARTNERS IN ACTION CANOGA PARK

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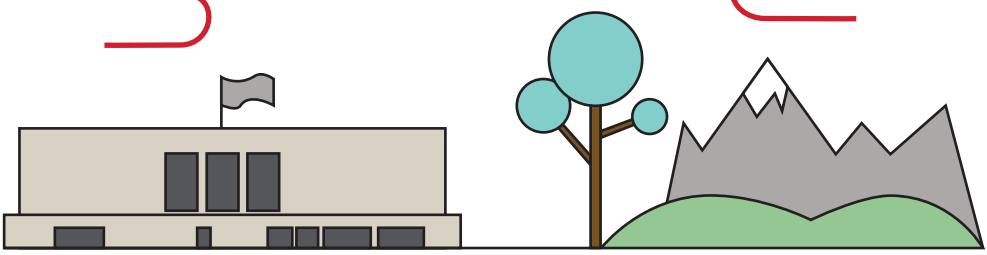
***Authors**: Jose Anguiano, Aaron Carrera, Mariah Antonette Caseres, Melissa Duran, Monserrat Galicia, Melisa Morales, Raquel Tobon Romero*

***Design by**: Kate Go, Kayla Mesina*



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Bridge to the Future Community Engagement Handbook

Mission Statement

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MISSION

MISSION STATEMENT

Our Mission at Bridge to the Future is reviving the Canoga Park community through the (re)unification of local organizations, families, and individuals; working to bridge the gaps between socioeconomic divisions; and building a better future for generations to come by becoming and creating agents of change in Canoga Park.

VALUES

Professionalism: Behave as professionals in representing Bridge to the Future.
Respect: Treat others as you wish to be treated. Be open -minded so people can feel comfortable stating their opinions.
Responsibility: Be accountable for your actions.
Inclusivity: Be accepting of others; everyone's voice matters.
Commitment: Make reliable contributions to community engagement.
Spirit: Scholars should feel a connection to the community and believe that we can all do great.
Creativity: Scholars should come up with new methods of dealing with problems.

THE PURPOSE OF B2F IS TO BENEFIT CANOGA PARK BY:

- **Establishing** lasting relationships with community members, organizations, and future B2F cohorts.
- **Creating** a positive change in the community.
- **Improving** the quality of life of individuals and families.
- **Becoming** and creating agents of change in the community.
- **Building** connections for the future.

GOALS

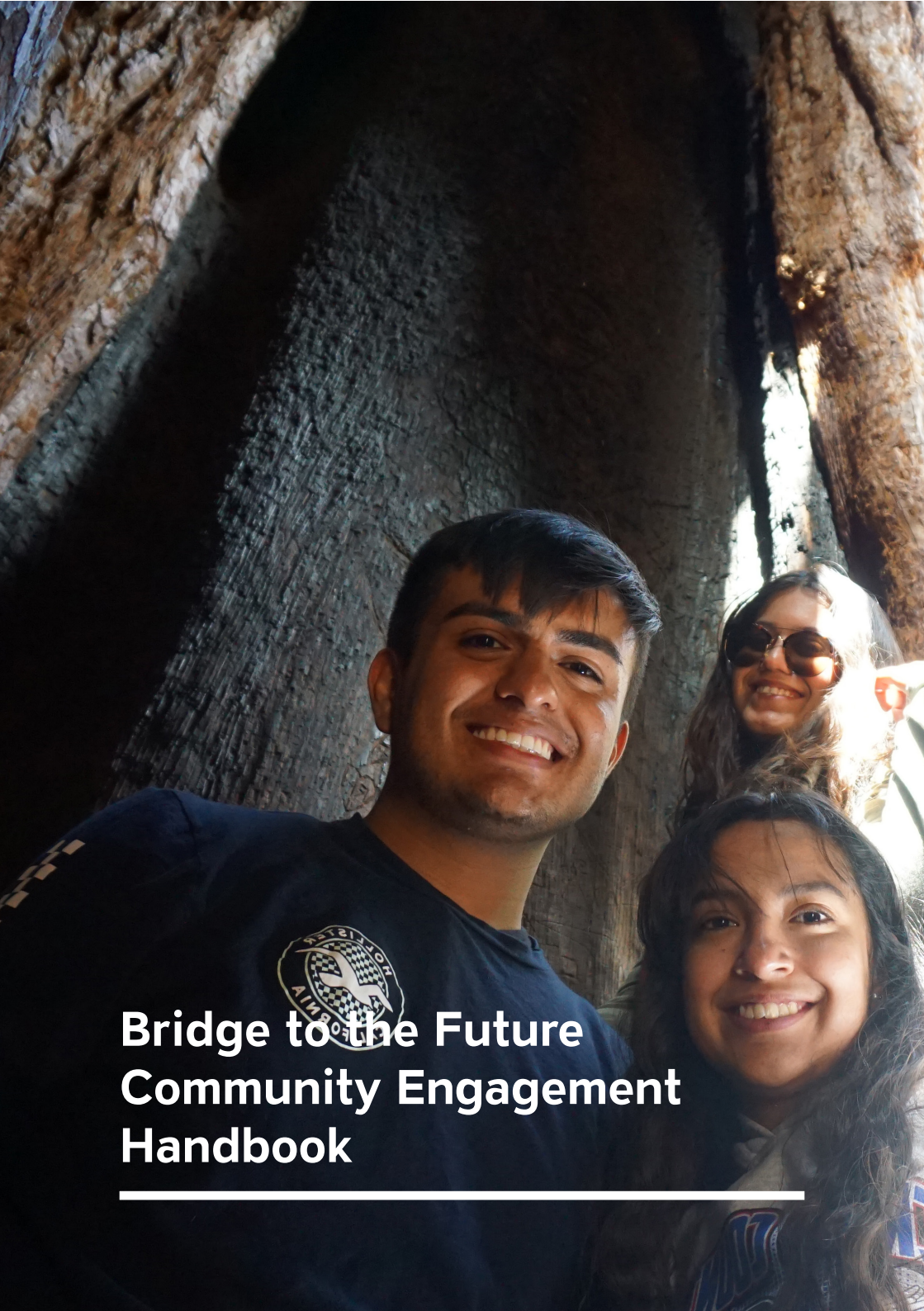
FOR BRIDGE TO THE FUTURE SCHOLARS AND THE CANOGA PARK COMMUNITY

Goals for Bridge to the Future scholars include:

- **Participating** in meaningful and sustainable community engagement opportunities.
- **Creating** a tangible difference in Canoga Park.
- **Providing** career-based, professional development opportunities.
- **Improving** oneself through learning about the community and developing empathy with others' circumstances.
- **Using** existing skills and knowledge to learn and gain experience that will prove invaluable later on in life.

Goals for the Canoga Park community include:

- **Develop** a community that thrives through civic engagement.
- **Encourage** participation in bettering their environment.
- **Educate** the public about the community problems we face and how to solve them.
- **Invite** the community to become involved in improving their circumstances.
- **Create** a long-lasting impact in the community that will provide benefits for years to come.
- **Improve** the quality of life for community members.
- **Create** connections in the community
- **Establish** Bridge to the Future as a prominent program in the community.



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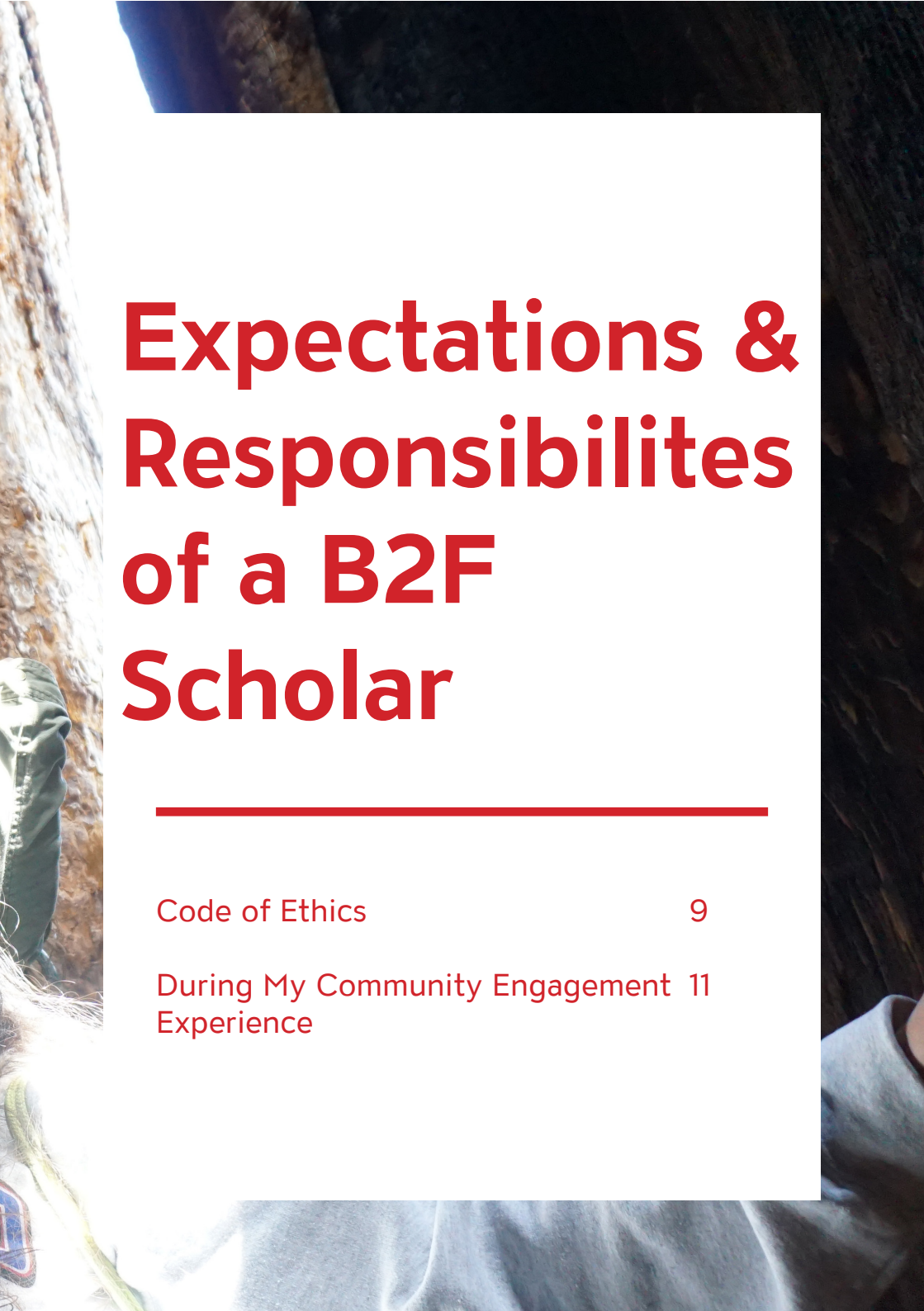

Expectations & Responsibilites of a B2F Scholar

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CODE OF ETHICS

1. **As a Bridge to the Future Scholar**: I will always keep in mind I am a representative of Bridge to the Future in public during any event, meeting, on social media, or sporting Bridge to the Future attire. I will perform what I am tasked with to the best of my abilities during my community engagement experience.

2. **Be punctual and responsible**: I will inform the appropriate supervisor/coordinator if I anticipate being late for my volunteering or unable to attend my scheduled volunteering. I will process all my community engagement paperwork in a timely manner.

3. **Act appropiately**: I will maintain a sense of professionalism when working with community partners, other scholars, and/or youth. I will treat others the way I wish to be treated; showing kindness, courtesy, and respect.

4. **Be adaptable**: Volunteering requires felxibility. The current state of any situation could change at a moment's notice. I will work hard to adapt to any unexpected changes and assist to the best of my ability.

5. **Respect the diversity of others**: Regardless of the ethnic background class, religion, gender identity or expression, sexual orientation, nation of origin, or ability of those I will be working with, I will show them the same respect that I wish to recive myself from others.

6. **Be honest/vigilant**: I will speak up and contact the appropriate site supervisor **and** B2f coordinator if I see something that I believe is unacceptable behavior, dangerous, or illegal between community partners, scholars, and/or minors. Maintaining that safety of the community is extremely important.

7. **Achieve a meaningful experience**: I will attempt to achieve a meaningful volunterering experience by choosing a project or site that I feel best suites my interest.

BEST PRACTICES

DURING MY COMMUNITY ENGAGEMENT EXPERIENCE ...

I will not tolerate any forms of verbal exchange that may be discriminating against individual on the basis of their ethnicity, sexual orientation, age, gender, etc.

I will maintain professional relationships and not engage in any improper activities like inappropriate money lending, discriminating behavior, volunteering when intoxicated or any sexual misconduct.

I will not use language that might be offensive to the people at my volunteer site or those in the community.

I will not abuse or distribute any confidential information or data.

I will not offer a ride in a personal vehicle to any clients or youth.

I will not share my personal information (phone numbers, social media, etc.) with clients or youth at the organizations with which I work.

I will not take or distribute pictures or videos of anyone at the site unless there is written permission to do so (i.e., there is a media release in place) and authorized by the site supervisor. I realize that ditributing pictures or videos of minors also requires written parent/ guardian consent.

I will not use my mobile phone while I am doing community service unless approved by the site supervisor. I recognize that such a use of a mobile phone during my community service can be disrespectful and interpreted as not being commited to serving the community.

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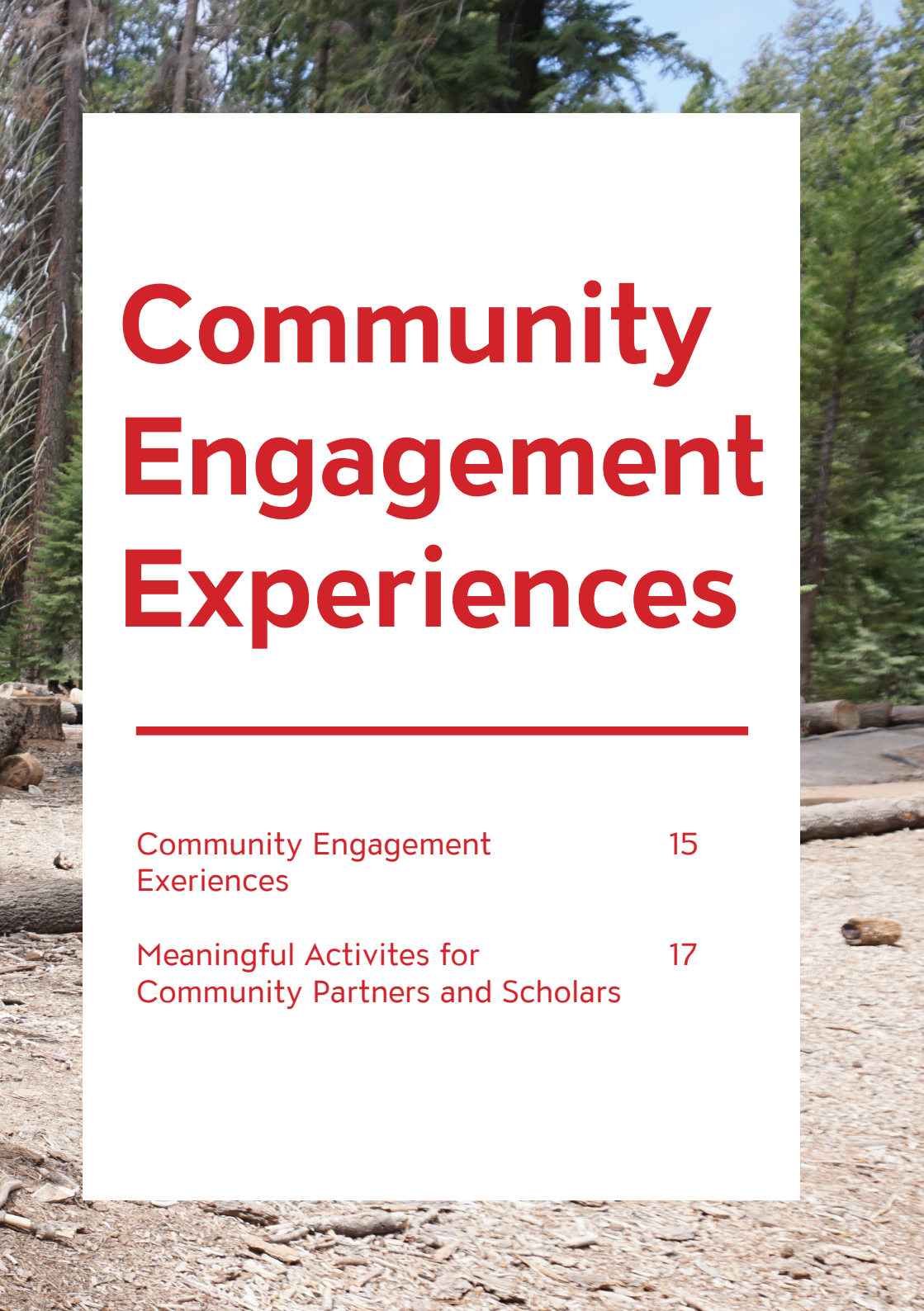

Community Engagement Experiences

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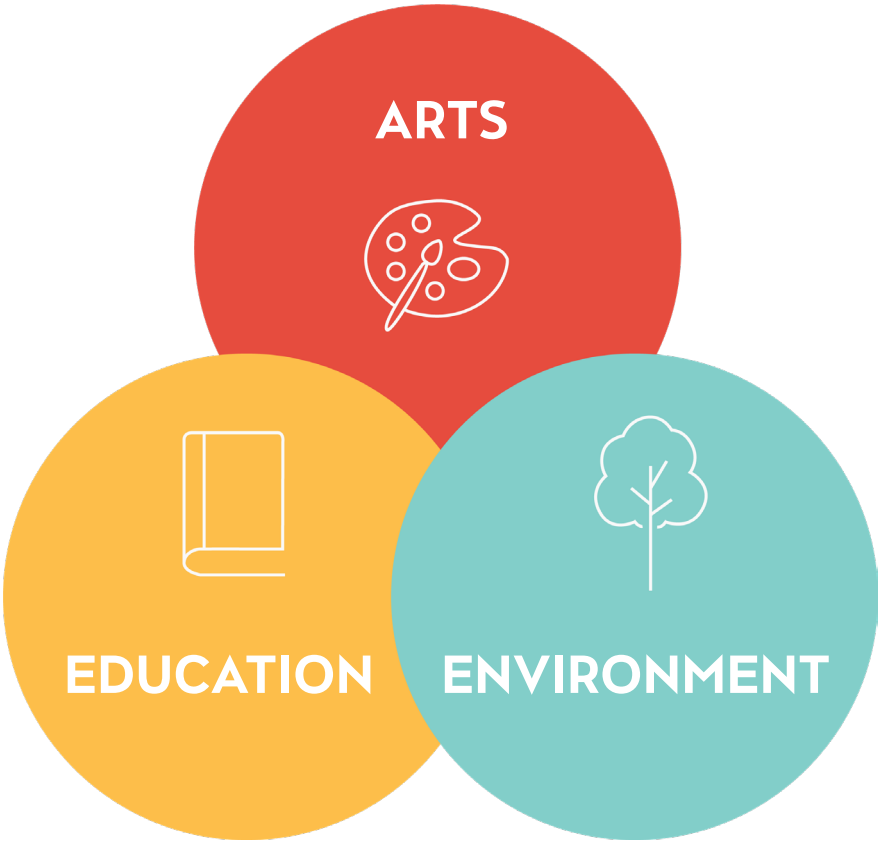
COMMUNITY ENGAGEMENT EXPERIENCES

Bridge to the Future has outlined three areas that influence the types of community engagement activities that scholars will be engaging in.



Scholars will participate in community engagement focused on group efforts within the outlined focus areas. Some examples of the types of projects that students will engage in are:

Canoga Park Street Clean Ups

Recycling Programs

Food/Clothing/ Toiletry Drives

Community Gardening

Scholars can also choose a community organization within Canoga Park that correlates with their area of study or career interest. Students who are considering this option will need to do the following,

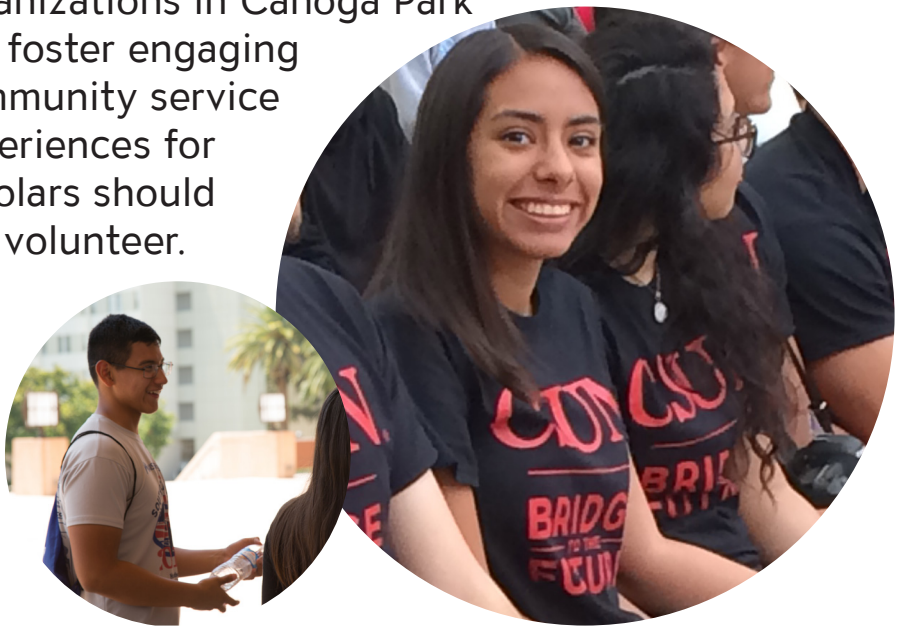
Sign and Submit all waivers for community engagement within the allotted time provided by B2F

Contact the community organizations with which they would like to volunteer. Scholars should schedule a meeting with the potential supervisor at the site to create a list of expectations and a schedule with which both scholar and organization agree. This should be done within the first 3 weeks of the semester so students have time to complete any additional paperwork, TB Tests, or Live Scans that may be required by the organization.

Submit all paperwork to B2F for approval before required deadline.

MEANINGFUL ACTIVITIES FOR COMMUNITY PARTNERS & SCHOLARS

The Bridge to the Future Scholars Program wants every Scholar that goes into the Canoga Park community to have a meaningful, engaging experience while completing their community service hours. Scholars and the B2F team have outlined ways in which the community organizations in Canoga Park can foster engaging community service experiences for scholars should the volunteer.



Examples of appropriate community engagement activities include:

- Providing after school tutoring to youth (e.g., math, writing, English as a Second Language)
- Supervised mentoring
- Helping with a community drive (e.g., food, toys, clothing, etc.)
- Community clean-ups and beautification programs
- Serving food at a soup kitchen or food pantry
- Helping with community research activities
- Writing a grant for a local non-profit
- Creating public relations material for a local non-profit agency
- Interacting with seniors at a Senior Day Care Center
- Providing emotional and technical support to men and women re-entering the work force
- Assisting people who are homeless in finding resources and services

Examples of unsuitable community engagement activities include:

- Answering phones, making phone calls, sending emails
- Filing papers, stuffing envelopes, and preparing mailings
- Creating forms
- Activities that involve considerable idle time
- Work completed in isolation

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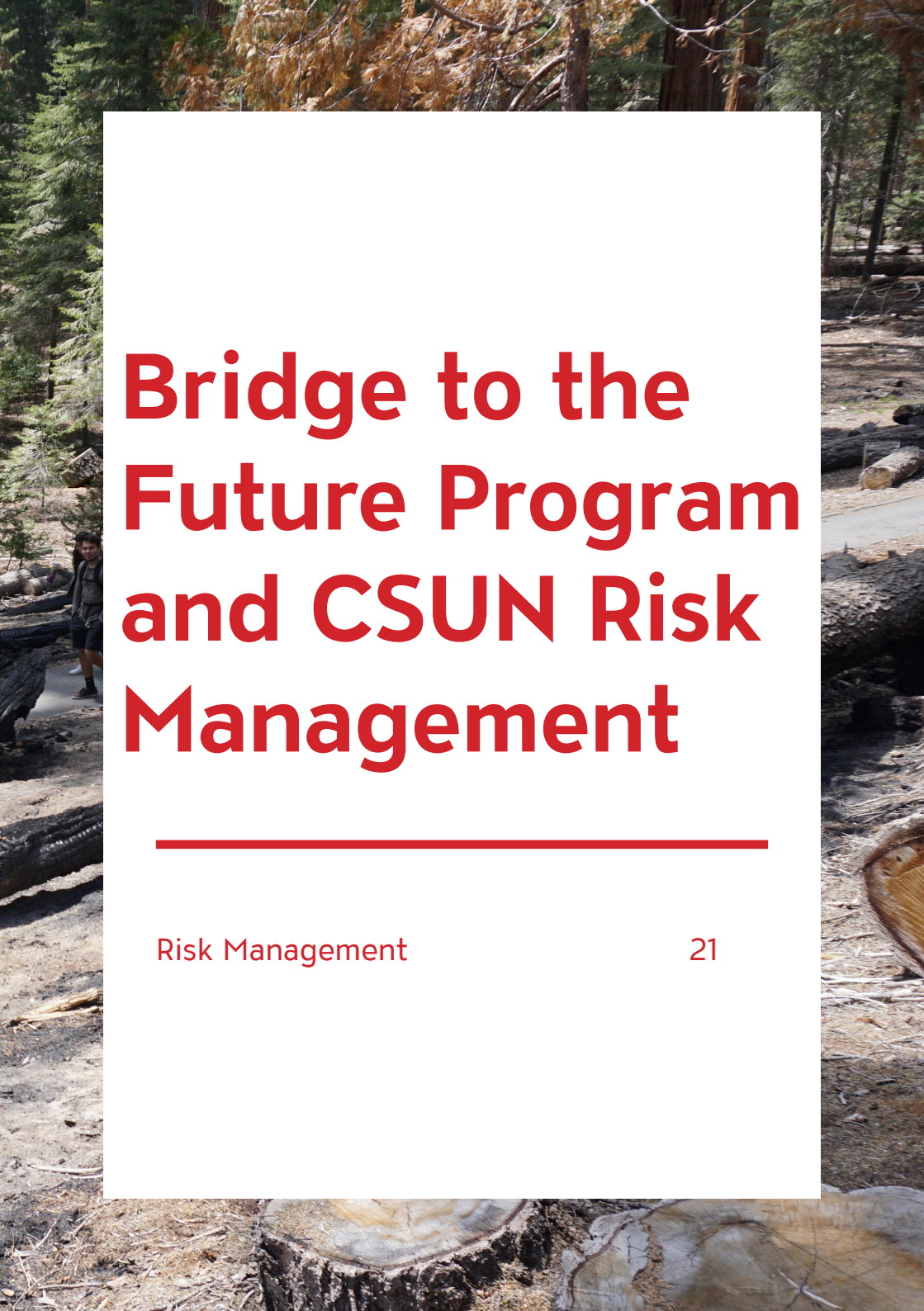


Bridge to the Future Program and CSUN Risk Management

Risk Management 21

RISK MANAGEMENT

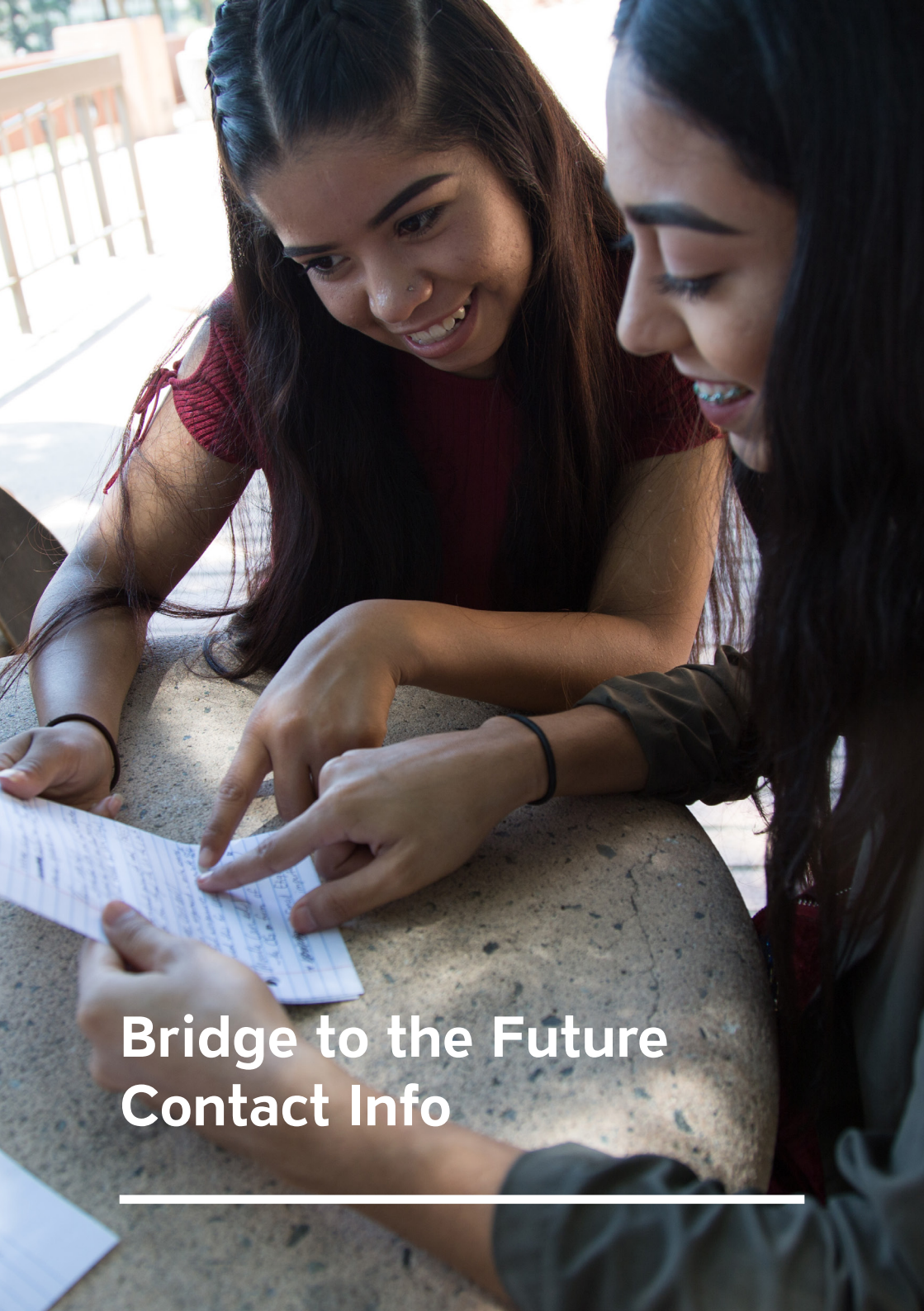
On the next page are the waivers and documents that you will need to fill out as a scholar conducting community service. It is important that you complete this information so that you are safe while you are in the community. These forms are also requirements by the university when students are doing community engagement activities.

Student Waiver for Field Trip or Volunteering Site

Site Declaration

Student Timesheet

Scholar Community Service Contract



Bridge to the Future Contact Info

CONTACT US

B2F CONTACT INFO

www.csun.edu/b2f

Office Phone:
(818)-677-3505

B2F@csun.edu

@CSUNB2F

@csunb2f

“If you find it in your heart to care for somebody else, you will have succeeded.”
– Maya Angelou

“I can do things you cannot, you can do things I cannot; together we can do great things.”
– Mother Teresa