**
Campus Partner Administrative Questionnaire**

### **General Information**

1. School/Division
2. Name of Center, Office, Department, Program, Group, Initiative
3. Have you received approval by your dean or director to submit this form?
4. If "yes", please provide the dean or director’s full name and @jhu email address.
5. Mission of your Center, Office, Department, Program, Group, Initiative

### **Community Engagement Information**

1. Describe the specific JHU population(s) served by your Center, Office, Department, Program, Group, Initiative (i.e. staff, faculty, undergrads, grads, etc.).
2. Indicate the JH divisions that you serve.
3. What percentage of your program/center’s efforts are directly focused on community engagement?
4. Does your organization collaborate with other community engagement entities across Hopkins?
5. If "yes", identify and briefly describe your collaborations with other Hopkins community engagement entities.
6. In the last academic year, how many JH students, faculty or staff participated in your community engagement activities? (not including seminars and speaking events; OR indicate that you do not collect this data)
7. What type of community engagement activities does your organization coordinate?

### **Operational Information and Procedures**

1. List any staff/faculty members (include @jhu email) who may need administrative access to Hopkins Engage. This list should only include staff/faculty members your organization employs to specifically focus on community engagement efforts.
2. How does your organization track your community engagement activities?
3. Please select any activities below that are completed during your community engagement.
4. Based on the activities selected above, please describe any systems you have in place to review, track, or manage any risk management and legal concerns pertaining to you community engagement efforts.
5. Describe your group’s process for forming community partnerships. If you are working with community partners, list your partners and describe your working relationships.
6. How many community organizations, non-profits, churches does your organization partner with for your community engagement activities?
7. Describe your group’s infrastructure to handle the training and onboarding of community partners in the Hopkins Engage system. If your group will need assistance with this, please indicate here.
8. Is there any additional information you would like to share?