

Community Liaison Office Business Process

PURPOSE

The Community Liaison Office (CLO) is focused on the development of sustainable University/Community partnerships for the purpose of delivering on the UL Strategic Plan, *Pioneering and Connected* and the HEA Civic Engagement Strategy. The CLO is also responsible for the development and delivery of the President's Volunteer Award (PVA) Programme. The CLO Office is the convener for the national civic engagement, student volunteering/student led engagement working group.

RESPONSIBILITY

The Community Liaison Officer is responsible for this process and the implementation of associated procedures.

PROCEDURE

The Community Liaison Office (CLO) liaises between the students/staff of the University and external community organisations. The purpose of the office is to support the development of meaningful service and experience to all involved in University/Community partnerships. University/Community activities may include, educational, social, recreational, cultural activities and events as well as the dissemination and transfer of information and knowledge.

DOCUMENTATION

The Presidents Volunteer Award (PVA)

Working Group Meeting Minutes: susan.odonovan@ul.ie

All instructions for students and communities are on www.ulpva.ie

Student Expression of Interest Form <http://www.ulpva.ie/jobresponse.asp?jobID=651>

Student Hourly Log <http://www.ulpva.ie/menu.asp?menu=3148>

Student PVA Application <http://www.ulpva.ie/menu.asp?menu=3148>

Volunteer Opportunity Form (UL Community) <http://www.ulpva.ie/jobad.asp?menu=3003>

Volunteer Opportunity Form (External Community) <http://www.ulpva.ie/jobad.asp?menu=3003>

RECORDS

Any records created within the Unit are stored in accordance with UL's Records Management and Retention Policy. [Records Management and Retention Policy](#)

PROCESS VERIFICATION

Evaluation of the Community Liaison Office Process effectiveness is carried out using internal (self-assessment) audits. Changes to the process are put in place as required and as appropriate.

REVISION HISTORY

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	July 2013	Gabriella Hanrahan	<i>Initial Release</i>	Gabriella Hanrahan