

# Logistics Checklist

## 1. Arrange your community and campus visits

Request transportation and parking using the [Transportation and Parking Request Form](#)

Confirm students as eligible drivers by having them submit the [Authorization Form for Motor Vehicle Records Check](#)

Request support for reserving meeting space by emailing [iushc@indiana.edu](mailto:iushc@indiana.edu)

## 2. Prepare your students

Arrange a time in the first couple weeks of classes for students to complete the [SHC Media Consent Form](#) in class by emailing [iushc@indiana.edu](mailto:iushc@indiana.edu)

Insert the SHC guide for students into your syllabus

Request a presentation about SHC to your class by emailing [iushc@indiana.edu](mailto:iushc@indiana.edu)

## 3. Find information or data for your projects

Inquire about information and data relevant to your project by emailing [iushc@indiana.edu](mailto:iushc@indiana.edu)

## 4. Stay up to date on your projects

Follow the Center for Rural Engagement on [Facebook](#) (@iurural) and [Twitter](#) (@iu\_rural) to receive updates about SHC

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**SUSTAINING HOOSIER COMMUNITIES**