

Restorative practices field-engagement sign-up and verification

A reusable form for student-initiated facilitation in a local school or community setting

This form supports the field-engagement practice described in the chapter: students arrange, on their own initiative, to facilitate restorative circles on a regular basis in a local school or community organization, at times that suit both the student and the host. The form does two things. It sets clear expectations between the student and the host before the engagement begins, and it provides a simple verification, signed by the host's responsible official, that the facilitation actually took place. It is deliberately light: the aim is to make a real commitment legible, not to create paperwork. Adapt the bracketed fields to the program and setting.

Part 1. Engagement Agreement

Completed by the student and the host at the start of the engagement.

Student name	
Program / course	
Host organization	
Host contact and role	
Setting (e.g., classroom, advisory, staff)	
Planned frequency and duration	[e.g., one 45-minute circle weekly for 8 weeks]
Start and end dates	
Purpose of the circles	

Shared understandings (both parties initial):

- The student facilitates within the host's policies and supervision arrangements; the student is not acting as an employee or agent of the university.
- The student maintains the confidentiality of participants and shares no identifying information outside the setting without consent.
- Either party may end the arrangement with reasonable notice.
- Any use of the experience for academic work will be general and de-identified.

Part 2. Session Log

Maintained by the student across the engagement; the host need not sign each entry.

Date	Duration	Focus / type of circle	Brief reflection

Part 3. Host Verification

Completed by the host's responsible official (for example, the principal or program director) at the close of the engagement. I confirm that the student named above facilitated restorative circles at this organization as described, on a regular basis over the period indicated.

Total sessions facilitated	
Period covered	
Verifying official (name)	
Title	
Signature	
Date	

Optional host comment on the student's practice:
