

California's Call to Service Initiative

ALLOCATION PROCESS 2008/09

BACKGROUND

In March 2000, the California State University Board of Trustees passed a landmark resolution in response to a request from the governor for a community service requirement for all students in California's public institutions of higher education. In a strong display of support for community service learning, the CSU Board of Trustees' resolution called for the chancellor and each CSU president to "ensure that all students have opportunities to participate in community service, service learning (deemed academically appropriate by faculty), or both." Since 2000/2001 fiscal year (FY), the CSU has allocated \$11 million to help develop new service-learning courses and expand service-learning offices on all CSU campuses.

During this remarkable eight-year period, all CSU campuses have been successful in creating courses with new service-learning components and strengthening service-learning infrastructure. The enthusiasm, creativity and diligence with which campuses approach this initiative demonstrate the clear commitment the CSU has made to expanding service-learning opportunities for students.

In order to continue to build upon past successes, \$1.1 million is available to 23 campuses for the 2008/2009 academic year (AY) to support service-learning and/or community engagement efforts.

AVAILABILITY OF FUNDS

Up to \$48,000 is available to each campus to support the campus service-learning or community engagement office. Funds can be used to aid in building and advancing infrastructure so that each campus develops at a minimum an office that has a full-time equivalent director, a community partner liaison, administrative support and office space and equipment. Additionally, funds can be used to pay for implementation aspects of the office's strategic plan.

If the service-learning or community engagement, director position is not currently filled, the campus is not eligible to receive funding at the present time. The campus can submit an application describing its process and timeline for when a new director will be recruited and selected. Once the director position is filled, and after a campus visit by Chancellor's Office staff, the amount of the annual allocation will be determined. Please see the *Statement of Intent Outline* section.

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EFFORTS FOR THE 2008/2009 ACADEMIC YEAR

For the 2008/2009 academic year, this initiative has three main elements:

- Implementation of strategic directions as outlined in the campus office's strategic plan.
- Development or expansion of infrastructure.
- Development of infrastructure to collect comprehensive data on community engagement campus wide.

Funding requests should assist campuses in reaching these goals.

SYSTEMWIDE ACCOUNTABILITY

As a result of the trustees' resolution and the designated state funding, the original Chancellor's Office commitment includes:

- Offering service-learning opportunities to at least 15% of the CSU student population.
- Maintaining a service-learning office on each campus.
- Increasing the number of students involved in service learning and community service each year, so that eventually, all students will have an opportunity to participate in service prior to graduation.
- Endorsing campus efforts to make service an expectation, condition, or requirement for the undergraduate experience.
- Seeking \$1.1 million from foundations and federal grants over the next year to augment the state funding.
- Reporting on an annual basis to the Board of Trustees on our efforts to achieve these goals.

CAMPUS ACCOUNTABILITY

To meet our systemwide accountability commitments, it is necessary for all campuses to report on their progress to achieve specific measurable goals, especially implementation of strategic directions as outlined in the office's strategic plan. A progress report from

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the initiative leader will be requested in **January 2009**. A final report must be submitted by **Tuesday, June 30, 2009**.

Your campus must be prepared to report on:

- Number of courses with service-learning components offered in the 2008/2009 academic year, reported through the Academic Planning Database (APDB).
- Efforts to secure additional resources (both financial and in-kind, such as office space, shared staff support, equipment) to sustain service learning and other community engagement activities.
- Implementation of a strategic plan, with an explanation of the role the office will play in a broader community engagement agenda.
- Efforts to gather and improve campus community engagement data to include the measurement of impact (short and long-term) on students, faculty, the community, community organizations and the institution.
- A budget report that accurately details expenses for the California's Call to Service and campus matching funds.
- Institutional match of 25 percent of the funds requested, which may be cash or in-kind.
- Utilization of most of the allocation funds during the current fiscal year. If the program rolls over more than 25% of California Call to Service allocation (does not pertain to match rollover), a justification will be needed as to why those funds were not spent. The Chancellor's Office may also assess future campus allocations for those campuses with repeated annual rollovers to determine an appropriate amount.

STATEMENT OF INTENT OUTLINE

The complete Statement of Intent application should include: i) signed cover page by the initiative leader; ii) the statement of intent narrative; iii) budget form; and iv) a letter of support from your campus president.

The narrative should include the items below and be no more than four pages:

1. Strategic Plan – Implementation

Describe two to three goals in the upcoming year, as articulated in your office's strategic plan. In your description include: 1) the overall goal; 2) activities to

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accomplish the effort; and 3) measurable outcomes that will indicate success. You can respond by using a table format or by writing a narrative.

2. Infrastructure Development/Expansion

Based on your campus's past assessment of infrastructure needs, please indicate one or two incremental steps that will be taken towards infrastructure development/expansion this year. Additional financial resources, greater leadership among administrators, or more involvement from other University programs like Advancement are a few examples of furthering campus support.

3. Community Engagement Data Collection

Describe two incremental steps your campus and office is taking to gather and/or improve community engagement data collection efforts. Please indicate how this ties to your office strategic plan and/or campus strategic plan and/or the CSU's strategic plan, *Access to Excellence*. Please note that in the final report due June 30, 2009, campuses will be asked to provide some data on all forms of community engagement for students, faculty, community organizations and institutions.

4. Justification for Campuses without a Service-Learning/Community Engagement Director

If the director position is not currently filled, the campus contact should describe in this section the campus's process and timeline for recruiting and selecting a new director. Once the position is filled and after a campus visit by Chancellor's Office staff, the amount of the annual allocation will be determined.

BUDGET FORM - GUIDANCE AND INSTRUCTIONS

Each campus is asked to initiate their 2008/2009 Call to Service activities during the academic year and complete their activities by December 31, 2009. Thus campuses awarded California's Call to Service funds will be required to carry forward any remaining funds from 2008/2009 FY in order to fulfill the commitments associated with this initiative.

Under special circumstances, campuses may request up to 5% of their CCS allocation to support administrative costs in managing risk within service learning. Provide justification for this request in the budget justification section of the narrative.

Please complete the budget form, by allocating your California's Call to Service (CCS) Initiative funds for the 2008/2009 FY, any CCS Initiative rollover funds from 2007/2008 FY, as well as your budgeted campus match for 2008/2009 FY by using the categories identified on the budget form. The amount of your rollover funds can be found in the 2007/2008 printable CCS report. Please round to the nearest dollar. This form is also available on-line at

http://www.calstate.edu/cce/initiatives/infra_development.shtml

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BUDGET NARRATIVE COLUMN

In the budget narrative column, please provide information for all items so that the CCE staff can understand the basis for your request. For example, if one of your categories is “personnel: faculty and staff salaries,” include the position, title, annual salary and percentage of time. Another example is using the category – “Operating Costs: Supplies and Services” – include the item, purpose and calculation.

Budget Justification (Not Applicable to all Campuses)

Rollover - If the program rolled over more than 25% of California Call to Service allocation (does not pertain to match rollover) during the 2007/08 FY, a justification is needed as to why those funds were not spent. Please reference your 2007/08 year-end report to determine if you fall in this category.

Risk Management – If your campus is requesting up to 5% of California's Call to Service allocation for administrative costs in regards to risk management, please describe a justification for the request.

IMPORTANT DATES

- **Friday, October 24, 2008:** Statement of Intent, including a letter of support from your president, must be received electronically.
- **Friday, October 31, 2008:** Campus receives notice about allocation amount.
- **January 2009:** Campus Progress Report must be provided.
- **Tuesday, June 30, 2009:** Campus Final Report must be submitted.

SUBMISSION AND INQUIRIES

The Statement of Intent must be received in the Chancellor's Office by 5:00 p.m., **Friday, October 24, 2008**. Electronic and postal mail submissions will be accepted. *Facsimiles will not be accepted.* Your Statement of Intent can be e-mailed or mailed to:

Judy Botelho
Interim Director, Center for Community Engagement
CSU, Office of the Chancellor
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
jbotelho@calstate.edu

If you have questions regarding this initiative, please contact Ms. Botelho at 562-951-4749 or jbotelho@calstate.edu.