
The California State University

SERVICE-LEARNING CURRICULUM AND INFRASTRUCTURE DEVELOPMENT INITIATIVE



ALLOCATION PROCESS 2004/2005

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 FY, the CSU has received \$6.6 million to help develop new service-learning courses and/or expand service-learning offices on all CSU campuses.

During this remarkable four-year period, all CSU campuses have been successful in creating courses with new service-learning components and strengthening service-learning infrastructure. For instance, the number of service-learning opportunities offered in the 2003/2004 academic year has more than doubled since 2000. 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 all years of this initiative, the CSU has surpassed its commitment to raise external funds and to develop courses with new service-learning components.

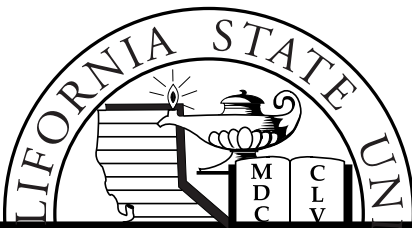
In order to continue to build upon past successes, \$1.1 million is available to 23 campuses for the 2004/2005 academic year to support service-learning infrastructure. Enclosed you will find more information about the allocation process.

AVAILABILITY OF FUNDS

Infrastructure Development: For the 2004/2005 academic year, funding has been made available for service learning infrastructure development.

Up to \$48,000 is available to each campus to support the campus service-learning 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.

While the infrastructure for service learning varies across the CSU, it is clear that all campuses can benefit from increased support for their infrastructure development. Therefore, campuses are asked to establish specific infrastructure goals reflecting their current abilities to fulfill the minimum office infrastructure requirements identified above, develop and sustain service-learning courses, and establish and deepen partnerships with community organizations. Funding requests should assist campuses in reaching these goals.



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Some activities from previous years include: offering Engaged Department Institute grants, developing an awards program, coordinating a student leadership program to support service-learning faculty and hosting community partner trainings.

Campuses should use the following principles to guide their planning efforts:

- Build upon existing university structures and community relationships.
- Consider the needs of community partners to provide opportunities for students.
- Consult with community leaders and partners, students, faculty and administrators in developing infrastructure that meets program needs for effective administration.
- Develop infrastructure that supports the mission of the service-learning office.
- Develop infrastructure that can be sustained over time and has diversified sources of support.

SYSTEMWIDE ACCOUNTABILITY

As a result of the trustees' resolution and the designated state funding, the CSU is committed to the following:

- Developing courses with new service-learning components.
- Increasing the number of students participating in service learning from 8 percent to 15 percent by the end of the 2003/2004 fiscal year. Note: This goal has been successfully accomplished.
- 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 for service learning.
- Reporting on an annual basis to the CSU 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. A progress report from the initiative leader will be requested in **February 2005**. A final report must be submitted by **June 30, 2005**.

Your campus must be prepared to report on:

- Number of courses with new service-learning components developed.
- Number of courses with service-learning components offered in the 2004/2005 academic year.
- Number of students engaged in service learning.
- Number of students engaged in community service.
- Efforts to secure additional resources to sustain service learning.

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REQUEST FOR STATEMENT OF INTENT

Each campus has an opportunity to request up to \$48,000 for infrastructure development through a *Statement of Intent* submitted by the president. The *Statement of Intent* must be received in the Chancellor's Office by **5:00 p.m., Friday, September 17, 2004.**

CAMPUS MATCHING CONTRIBUTION AND FUNDRAISING EFFORTS

Campuses must commit an institutional match of 25 percent of the funds requested. This matching contribution may be cash or in-kind. The match may come from private, state or federal sources, but may not be the subgrants received through the Office of Community Service Learning in the Chancellor's Office.

Additionally, campuses are asked to identify a fundraising goal in the goal section of the *Statement of Intent* for the 2004/2005 academic year. The goal of the fundraising efforts is to enhance and maintain resources that support service learning. Fundraising efforts come from a variety of sources such as federal grants, private foundations and state grants, including other campus programs that offer cash resources. For example, a campus's goal could be submitting two service-learning grant opportunities to a local foundation or partnering with the Advancement Office to start a fundraising campaign for service learning. Fundraising efforts can serve a wide range of goals and can include, but are not limited to, supporting faculty, student leadership, community outreach and infrastructure development.

BUDGET FORM INSTRUCTIONS

Please complete the enclosed Budget Form, by allocating your *Service-Learning Initiative* funds for the 2004/2005 fiscal year, any *Service-Learning Initiative* rollover funds from the 2003/2004 fiscal year and your budgeted campus match from the 2004/2005 fiscal year by using the categories identified on the Budget Form. This form is also available online at www.calstate.edu/csl/programs/curriculum.shtml. The amount of your rollover funds can be found in the 2003/2004 AY printable GCS report. Please round to the nearest dollar.

BUDGET NARRATIVE COLUMN

In the "Budget Narrative" column, please provide information for all items so that the Chancellor's Office 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, when using the category "Operating Costs: Supplies and Services," include the item, purpose and calculation. For a sample budget narrative, visit: www.calstate.edu/csl/programs/sample_budget_narrative.xls.

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STATEMENT OF INTENT OUTLINE

The *Statement of Intent* should include the items below and be no more than four pages:

I. Cover Page

- Cover page is attached. Please fill out this page completely.

II. Goals

- Articulate *specific* campus goals for each of the following areas:
 - Infrastructure Development;
 - Fundraising Efforts (see the Fundraising Efforts Section for more information); and
 - Promoting and sustaining the service-learning program.
- Other goals may also be identified.

III. Activities

- Describe how the funding will be utilized in achieving those goals.

IV. Accountability

- Describe how the campus will measure progress in achieving those goals.

V. Budget

- Review the Budget Form instructions provided in this document. Utilizing the Budget Form, complete an estimated budget and provide a narrative for the proposed activities.
- Your campus's institutional match should be noted on your Budget Form.

Note: A cover letter from the president will not be considered as one of the four pages.

IMPORTANT DATES

- **Friday, September 17, 2004:** *Statement of Intent* must be received.
- **Friday, October 1, 2004:** Campus receives notice about allocation amount.
- **February 2005:** Campus Progress Report must be provided.
- **Thursday, June 30, 2005:** Campus Final Report must be submitted.

SUBMISSIONS AND INQUIRIES

The *Statement of Intent* must be received in the Chancellor's Office by **5:00 p.m., Friday, September 17, 2004.**
Your *Statement of Intent* must be mailed to:

Season Eckardt
Administrative Director of Community Service Learning
CSU, Office of the Chancellor
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
Phone: 562-951-4787
Email: seckardt@calstate.edu

Facsimiles and electronic submissions will not be accepted. If you have questions regarding this initiative, please contact Ms. Eckardt.

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COVER PAGE

Campus: _____

Please list below the name and contact information of the leader for this initiative. This individual will be responsible for corresponding with the Chancellor's Office about all campus activity related to this initiative, reporting on accomplished goals, and responding to all requests for information.

Contact Name: _____

Department/Title: _____

Campus Address: _____

Campus Phone: _____ Fax: _____

E-mail: _____

Infrastructure Development

Requested dollar amount for infrastructure development of service-learning office (up to \$48,000 is available):

\$ _____

Dollar amount of institutional match (at least 25 percent) supporting this Initiative:

\$ _____

Total Amount Supporting this Initiative: \$ _____

Initiative Leader Signature: _____ Date: _____