

California's Call to Service Initiative

ALLOCATION PROCESS 2011/12

BACKGROUND

Partnerships with non-profits, funders, as well as statewide and national organizations are more crucial than ever to sustaining communities, helping students access higher education and providing high-quality learning opportunities that meet the ever-changing needs of California and its residents.

In a strong display of support for community service learning, the California State University Board of Trustees passed a landmark resolution in March 2000, calling 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 that time, the CSU’s reputation as a leader in community service learning has risen to national prominence due to its unique 23-campus and systemwide coordination. Faculty and student enthusiasm and involvement have soared, data collection efforts have begun, thousands of campus and community partnerships have been established, and the breadth and depth of service learning in both general education and major-based courses have multiplied.

During the past 12 years, the CSU has allocated more than \$15 million to support and expand service-learning throughout our 23 campuses. California’s Call to Service funds have served as the foundation for CSU campuses to build, expand and ultimately sustain key partnerships with nonprofits, campus members, businesses, local government and funders. 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, \$1,035,000 is available to 23 campuses for the 2011/2012 academic year (AY) to support service-learning and/or community engagement efforts.

AVAILABILITY OF FUNDS

Up to \$45,000 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

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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.

EFFORTS FOR THE 2011/2012 ACADEMIC YEAR

For the 2011/2012 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 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.

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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 **January/February 2012**. A final report must be submitted by **Tuesday, July 31, 2012**.

Your campus must be prepared to report on:

- Number of courses with service-learning components offered in the 2011/2012 academic year.
- 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% 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 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

- a. Based on your campus's past assessment of infrastructure needs, please indicate one or two incremental steps that will be taken towards infrastructure development 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.
- b. As we commence our 12th year of CCS funding to support the institutionalization of service learning and community engagement programs across the CSU, the Chancellor's Office will be looking for greater institutional commitment by campuses, especially as it pertains to critical staff positions (i.e., director position). Campuses requesting use of more than 70% of CCS funds for the directors' salary and benefits need to provide justification for this request for the 2011/12 AY.

Additionally, as part of the campus' mid-year report (due Jan/Feb 2012), it should include a 2-4 year plan outlining how it will increase its support for critical staff positions with the goal of increasing its national prominence in service learning/community engagement.

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 July 31, 2012, campuses will be asked to provide some data on all forms of community engagement for students, faculty, community organizations and institutions.

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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 2011/2012 Call to Service activities during the academic year and complete their activities by December 31, 2012. Thus, campuses awarded California's Call to Service funds will be required to carry forward any remaining funds from 2011/2012 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 2011-2012 FY CCS Initiatives Budget Form using the categories on the form and rounding to the nearest dollar for the following three areas:

- 2011/2012 FY CCS allocation, up to \$45,000 may be requested
- 2011/2012 FY budgeted campus match (required 25% cash or in-kind match)
- any CCS Initiative rollover funds from 2010/2011 FY (the amount of your rollover funds can be found in the 2010/2011 printable CCS report).

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. If you are 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 2010/11 FY, a justification is needed as to why those funds were not spent. Please reference your 2010/11 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.

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IMPORTANT DATES

- **Wednesday, August 31, 2011:** Statement of Intent, including a letter of support from your president, must be received electronically.
- **Friday, September 9, 2011:** Campus receives notice about allocation amount.
- **January/February 2012:** Campus Progress Report must be provided.
- **Tuesday, July 31, 2012:** 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., Wednesday, August 31, 2011**. 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
Director, Center for Community Engagement
CSU, Office of the Chancellor
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

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