California’s Call to Service Initiative
ALLOCATION PROCESS 2015/16

BACKGROUND

In March 2000, the California State University Board of Trustees, passed a landmark resolution, 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.” This unprecedented level of support for service learning was recognized widely.

Since that time, the CSU’s reputation as a leader in community service learning has risen to national prominence. Nationally, only 7-10% of campus faculty utilize service-learning pedagogy. However, in the CSU, 14% of our campus faculty, on average, provide service-learning opportunities for our students. The CSU exceeds the national average due to its unique 23-campus collaboration and this California’s Call to Service Initiative. Since 2000, 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 to offer engaging service-learning experiences that contribute to student success and close the achievement gap.

From 2000-2015, the CSU has allocated more than $18 million to support and expand service learning throughout our 23 campuses. And in that time, campus service-learning offices and the Chancellor’s Office have leveraged that funding to secure, at a minimum, $3 to every dollar invested by the State annually.

In order to continue to build upon past successes, $1,035,000 is available to 23 campuses for the 2015/2016 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 (SL) or community engagement (CE) office. Funds can be used to aid in sustaining and advancing infrastructure so that each campus maintains, 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 of the office’s strategic plan and data collection.

If your campus’ service-learning or community engagement director position is not currently filled, you will not be eligible to receive funding at the present time. However, your campus can still 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 annual allocation amount will be determined.
EFFORTS FOR THE 2015/2016 ACADEMIC YEAR

For the 2015/2016 academic year, this initiative has three main elements:

- Continue implementation of strategic directions as outlined in the campus CE/SL strategic plan or finalize your campus CE/SL strategic plan and commence implementation.*

- Develop or support sustainable infrastructure.

- Develop infrastructure to collect comprehensive data on community engagement campus wide, or implement data collection activities that address the required service-learning report (Appendix A).

Funding requests should assist campuses in reaching these goals.

*Note: campuses that have been granted an extension need to outline their strategic planning process and provide a date of expected completion.

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.
CAMPUS ACCOUNTABILITY

To meet our systemwide accountability commitments, it is necessary for all campuses to report on their progress to achieve specific measurable goals. In February 2016, all campuses will be required to complete a mid-year progress report. A final report must be submitted by Friday, July 29, 2016.

Your campus must be prepared to report on:

- Number of courses with service-learning components offered in the 2015/2016 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 (or its development, for offices granted an extension), 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. (Note: Regardless of the tracking mechanism used, all campus SL/CE offices are expected to capture the same data elements by the 2016/17 academic year. See Appendix A.)

- 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.

*Note: in recent years, some SL/CE offices have been given oversight of other high impact practices (HIPs) such as internships; however, California’s Call to Service funds are restricted and should only be used to support service learning and community engagement. Your CCS mid-year progress report and year-end report should only reflect the work your office is doing as it pertains to service learning and community engagement.
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
   It is widely recognized that strategic planning is critical for long-term sustainability of service learning. Therefore, we expect all service learning/community engagement offices to have an active, updated plan (unless otherwise granted an extension). Please address the following in your narrative:

   a. Describe two to three goals in the upcoming year supporting the advancement of service learning and community engagement, 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.

   b. If you have been granted an extension on the development of your strategic plan, please outline your progress to-date (including your process and constituents involved) and identify if you need any resources from the system office.

2. Sustainable Infrastructure

   a. Please articulate how your SL/CE infrastructure is sustainable and integrated into the mainstream of campus culture (or how you are working toward sustainability and inclusion). Does the SL/CE office have support from all constituents: community, faculty/faculty senate, students, and all administrators (i.e., business and finance, advancement, student affairs, academic affairs, president’s office)?

   b. As we commence our 16th 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 2015/16 AY.
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- **Justification for Campuses without a Service-Learning or Community Engagement Director**
  If the director position is not currently filled, the campus contact should describe 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 annual allocation amount will be determined.

3. **Community Engagement Data Collection**
Describe efforts to collect comprehensive data on campus-wide service learning/community engagement efforts. Please note that regardless of the tracking mechanism used, all campus SL/CE offices are expected to capture the same data elements by the 2016/17 academic year. (See Appendix A.)

- SL/CE offices may use California’s Call to Service funds to support service-learning/community engagement data collection efforts.
  - Staffing - campuses requesting use of more than 70% of CCS funds for a new staff position need to provide justification for this request. Campuses using CCS funds for a new position, should incrementally decrease the percentage requested annually for the position and describe a 3 to 5 year plan outlining how they will institutionalize the position.
  - Database costs (up to $10,000/year for no more than 5 years). Campuses should outline a 3 to 5 year plan to institutionalize this cost, including partnering with other programs/offices, university support, etc.

**BUDGET FORM - GUIDANCE AND INSTRUCTIONS**

Each campus is asked to initiate their 2015/2016 Call to Service activities during the academic year and complete their activities by December 31, 2016. Thus, campuses awarded California’s Call to Service funds will be required to carry forward any remaining funds from 2015/2016 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 2015-2016 FY CCS Initiative’s Budget Form using the categories on the form and rounding to the nearest dollar for the following three areas:
- 2015/2016 FY CCS allocation, up to $45,000 may be requested
- 2015/2016 FY budgeted campus match (required 25% cash or in-kind match)
- Any CCS Initiative rollover funds from 2014/2015 FY (the amount of your rollover funds can be found in the 2014/2015 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 2014/15 FY, a justification is needed as to why those funds were not spent. Please reference your 2014/15 year-end report to determine if you fall in this category.

**Risk Management** – If your campus is requesting up to 5% of CCS allocation for administrative costs in regards to risk management, please provide justification.

**Data Collection** – If you campus is requesting CCS funding for staffing (more than 70%) or infrastructure costs (up to $10,000) to support service-learning/community engagement data collection, please provide justification. (see section three of the narrative outline).

IMPORTANT DATES

- **Monday, October 26, 2015**: Statement of Intent is due electronically and must include a letter of support from your president.
- **Monday, November 2, 2015**: Campus receives notice about allocation amount.
- **February 2016**: Campus Progress Report must be provided.
- **Friday, July 29, 2016**: Campus Final Report must be submitted.

SUBMISSION AND INQUIRIES

The Statement of Intent must be sent electronically by **5:00 p.m., Monday, October 26, 2015** to jbotelho@calstate.edu.

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