California’s Call to Service Initiative
ALLOCATION PROCESS 2017/18

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 2000, the CSU has allocated more than $20 million to support and expand service learning throughout our 23 campuses. 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.

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, a service-learning/community engagement 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, efforts to advance the Graduation Initiative 2015 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.

SYSTEMWIDE ACCOUNTABILITY

For the 2017-18 fiscal year (FY), $1,035,000 is dedicated to the 23 campuses to support service-learning and/or community engagement efforts. 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 EFFORTS AND ACCOUNTABILITY

To meet our systemwide accountability commitments and achieve Graduation Initiative 2025 goals, it is necessary for all campuses to report on their progress to achieve specific measurable goals. In February 28, 2018, all campuses will be required to complete a mid-year progress report. A final report must be submitted by Tuesday, July 31, 2018.

Your campus must be prepared to report on:

1. **Strategic Plan Implementation**
   CCE expects all service-learning/community engagement offices to have an active, updated plan (or its development, for offices granted an extension) connected to campus and systemwide GI 2025 goals and how it will guide the long-term growth and sustainability of service learning. Summary of Campus GI 2025 Plans.

2. **Service Learning and Community Engagement Data Collection**
   Develop or strengthen infrastructure to gather and improve comprehensive data collection efforts on service learning and community engagement campus wide.

3. **Develop or Strengthen Sustainable Infrastructure**
   Integration into mainstream campus culture, staffing, and efforts to secure additional resources continue to be important markers. For 2017/2018, all SL/CE offices are expected to develop a common systemwide service learning attribute (SL) in PeopleSoft (CMS) to identify and track SL courses. COCCE will host a webinar with SL/CE offices in fall 2017 to discuss this focus area further in conjunction with GI 2025 system and campus goals.

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**
   a. Describe three goals in the upcoming year supporting the advancement of service learning and community engagement on your campus, as articulated in your office’s strategic plan. You can respond by using a table format or by writing a narrative. In your description include:
      - the overall goal;
      - activities to accomplish the effort;
      - measurable outcomes that will indicate success; and
      - alignment with one or more of GI 2025 focus areas of academic preparation, student engagement and well-being, and data-driven decision making.
      Attach a copy of your strategic plan
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. Service Learning and Community Engagement Data Collection

a. Describe progress made from prior year to collect comprehensive data on campus-wide service learning/community engagement efforts, and describe goals for the 2017-18 AY.

b. Using a table or written narrative, share the following data as reported in your 2016-17 CCS year-end report and provide information on how the data was captured and what protocols are in place to ensure the accuracy of this data:
   - Total number of students enrolled in SL course
   - Total number of SL students placed
   - Total SL hours
   - Number of SL Courses
   - Number of SL Sections
   - Total Upper Division SL courses
   - Total Lower Division SL courses

c. Describe your goals 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. Campuses may use CCS funds in the following ways:
   i. Database costs (up to $10,000/year for no more than 5 years). Campuses requesting funds to support database costs must include an outline of their 3 to 5 year plan to institutionalize this cost, including partnering with other programs/offices, university support, etc.
   ii. Assessment to support evaluation costs that examine the impact of service learning on such things as student learning outcomes, academic achievement, and career preparation, etc.

3. Develop or Strengthen 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. If you campus is requesting use of more than 70% of CCS funds for a new or existing staff position, please provide justification for this request. CCS funds should not be used to fund the director position. 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. If a plan has already been submitted, please describe progress made. Campuses will be required to provide detailed information regarding the SL/CE office infrastructure in the CCS annual report.
c. Describe efforts your campus will make, including who will be involved, in developing a SL attribute in People Soft (CMS) using the common systemwide attribute tag “SL” to be completed by December 31, 2018. This will entail the following:

i. Have a campus definition for service learning that meets the minimum criteria of a SL course as identified in the systemwide working definition of service-learning (see: http://www.calstate.edu/cce/about_us/vision.shtml) in order to designate courses as SL on your campus.

ii. Develop a policy and procedure that clearly articulates how the SL attribute gets applied, who will be responsible on campus for assuring SL course attributes are reviewed annually for accuracy. The person responsible should have the authority to ensure compliancy and accuracy.

d. Describe your expected efforts during the 2017-18 FY 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.

e. 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.

BUDGET FORM - GUIDANCE AND INSTRUCTIONS

Each campus is asked to initiate their 2017/2018 Call to Service activities during the fiscal year and complete their activities by December 31, 2018. Thus, campuses awarded California’s Call to Service funds will be required to carry forward any remaining funds from 2017/2018 FY in order to fulfill the commitments associated with this initiative.

Please complete the 2017-2018 FY CCS Initiative’s Budget Form using the categories on the form for the following three areas:

- 2017/2018 FY CCS allocation, up to $45,000 may be requested
- 2017/2018 FY budgeted campus match (required 25% cash or in-kind match)
- Any CCS Initiative rollover funds from 2016/2017 FY (the amount of your rollover funds can be found in your 2016-17 CCS year-end report).

BUDGET NARRATIVE COLUMN

In the budget category column, please use the drop down menu to select a category and provide detailed information in the narrative section so that the COCCE 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 SL/CE office rolled over more than 25% of California Call to Service allocation (does not pertain to match rollover) during the 2016/17 FY, a justification is needed as to why those funds were not spent. Please reference your 2016/17 year-end report to determine if you fall in this
category. For offices that have already received approval by COCCE for the additional rollover, please indicate the date of written approval.

**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 your 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 Statement of Intent Outline).

**IMPORTANT DATES**

- **Friday, October 20, 2017**: Statement of Intent is due electronically and must include a letter of support from your president.
- **Tuesday, October 31, 2017**: Campus receives notice about allocation amount.
- **Wednesday, February 28, 2018**: Campus Progress Report must be provided.
- **Tuesday, July 31, 2018**: Campus Final Report must be submitted.

**SUBMISSION AND INQUIRIES**

The Statement of Intent must be sent **electronically** by **5:00 p.m., Friday, October 20, 2017** to [jbotelho@calstate.edu](mailto:jbotelho@calstate.edu).

If you have questions regarding this initiative, please contact Ms. Botelho at 562-951-4749 or [jbotelho@calstate.edu](mailto:jbotelho@calstate.edu).