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November 22, 2004

TO: Learn and Serve Program Directors and Fiscal Representatives
FROM: Judy Botelho
RE: Change in Use of Funds for Budget Category “Participant Stipends”

The Budget Category “Participant Stipends” as defined in Appendix E of the Realizing the Civic Mission of Education in the CSU Request for Proposals (RFP)¹ has been replaced with the term “Stipends (students only).” ‘Stipends’ means, *financial compensation paid by the program to students performing service activities as outlined in the request for proposals*. A Subgrantee who has allocated ‘stipends’ (grant and match share) in its Learn and Serve budget for faculty, staff or community partners will not be able to report on those funds in this Budget Category. The procedures that a Subgrantee must follow in order to adhere to this change are listed below and are effective for all activity beginning May 1, 2004.

The original definition as found in Appendix E of the RFP has been replaced to ensure that the Chancellor’s Office is in compliance with ‘Section A, Definitions’ of the Learn and Serve Provisions. In particular, the definitions of ‘participant’ (m) and ‘stipend’ (o).

A Subgrantee who has allocated funds (grant and match share) in its Learn and Serve year one budget for faculty or community partners in the Budget Category “Participant Stipends” does not need to submit a budget revision. When the Subgrantee submits all fiscal reports, using the Learn and Serve Invoice Form, any expense for faculty, staff and community partners (that are not considered professional staff of the program) must be reported under the appropriate line item in budget category “Operating Costs.” In addition, the Subgrantee should be aware that these individuals are not allowed to receive stipends but rather mini-grants per Learn and Serve definitions.

A Subgrantee that allocated ‘stipends’ for community partners, staff or faculty in its Learn and Serve year two budget will be asked to revise its Learn and Serve budget for year two in May 2005. At that time the Subgrantee will be asked to use the revised Learn and Serve Budget Form.

Revised versions of Appendix E of the RFP, Learn and Serve Budget Form and Learn and Serve Invoice Form can be found on the CSL website at: http://www.calstate.edu/csl/programs/servlearn_mission.shtml.

Please keep this memo with your Learn and Serve documentation. If you have any questions, I can be reached at 562-951-4749

cc: Season Eckardt, Administrative Director of Community Service Learning
Shuna Holmes, Grants and Agency Contracts Analyst

¹ Funds given to faculty to support the activities outlined in the request for proposals. This can include mini-grants to faculty, students, and community partners. Campuses are encouraged to meet with their campus representative regarding SB1467 and SB41 restrictions