

**Instructional Related Activities  
Report Form**

SPONSOR	DEPARTMENT
Andrea Grove	Center for Community Engagement

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Service Learning Live Scan Support	Academic Year 2011- 2012

**PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.**

**1) Activities**

- Continued to incur the cost of background checks and fingerprinting for service learning students working with vulnerable populations.
- Worked directly with Colleen Haws to track expenditures on a monthly basis.
- Update FAQs guide to LiveScan procedures
- Included this information in the Service Learning Student Guidebook for broad distribution to all service learning students.

**2) Relation to Course**

- A majority of service learning courses received in class pre-service student orientations. Specifically, students were oriented on the use of service learning forms and student resources; including the availability of Live Scan reimbursement for all service learning students.
- Students received in-class or in-person training on how to fill out the forms and who to contact for LiveScan chargeback forms. In addition, students were shown how to use the Community Partner database to determine if they need a LiveScan.

**3) Lessons Learned**

- This continues to be a necessary financial support for students engaged in a service learning course where they are working with children. Feedback from faculty, when this support was not available, revealed that due to the potentially high cost of LiveScan services, students chose sites where this was not a requirement.
- This is also seen as a benefit to our community partners and an incentive to those wanting to partner with the University.
- Resources were made available to all service learning students who chose a

community partner where Live Scan was a requirement. Therefore, students self-selected to use or not use Live Scan resources.

**\*\*Please attach assessment forms from students, list of attendees, peoplesoft program report**

E-mail to the Dean's Office  
30 days after activity