CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

http://www.csuci.edu/ira/index.htm

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year
DEADLINE: Fall and Academic Year 3/14/08
Spring 10/15/08

Applications must first be sent to the appropriate program chair. Chairs will the recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

Activity Title:
Project Sponsor/Staff (Name/Phone): Center for Community Engagement/Andrea Grove/x3124
Activity/Event Date(s): Academic year 2008-2009
Date Funding Needed By: June 15, 2008
**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

Please check if any of the following apply to your IRA:

- ☐ Equipment Purchase
- ☐ Event
- ☐ IT Requirements
- ☐ International Travel
- ☐ Space/OPC Requirements
- ☐ Infrastructure/Remodel
- ☐ Other _____

- ☐ Field Trip
- ☐ Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter
- ☐ Risk Management Consultation
- ☐ Late Submission (Passed Deadlines: **Fall 3/14, Spring 10/15)**

Previously Funded: X YES ☐NO   Yes, Request # unknown

Does your proposal require IRB (Institutional Review Board) approval: ☐Yes   X No

Assessment submitted for previously Funded Activity: X YES ☐NO

Academic Program or Center Name and Budget Code: Center for Community Engagement/824

Date of Submission: March 12, 2008

Amount Requested: $1200.00
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: Approximately 150

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Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB **prior** to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

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Requirements and Signatures

Please provide the following in your application:

Brief Activity Description. Describe the activity and its relationship to the educational objectives of the students' program or major.

Service learning (SL) continues to be an important component of many courses at CSUCI with some faculty consistently incorporating service learning into their courses each semester. In academic year 2007-2008 approximately fifty-two sections of courses incorporating service learning pedagogy and activities were offered. Many of these activities involved students working at a community agency or organization that serves children and youth with educational support and mentoring. As a safety practice a majority of these agencies require all volunteers to be fingerprinted through LiveScan.

Fingerprinting volunteers and service learners through LiveScan services has been recognized as a model practice to provide for the safety and well being of children and youth. LiveScans are available on the CSUCI campus, but at the cost of $20.00 for the initial fingerprint and an additional charge of $30 to $60 depending upon the purpose of the LiveScan. For service learning students, conducting a LiveScan amounts to an out of pocket cost of between $20.00 and $110.00. In addition, the only acceptable forms of payment Campus Police accept are MasterCard, Visa or Debit cards. Many CSUCI students are not in possession of these forms of payment and have to rely on their parents to supply this financial support. This cost and payment process prohibits many students from participating in the full educational experience offered through their SL course.

The IRA request for Service Learning LiveScan Support would provide full funding for students during the 2008-2009 academic year. This service will be made available to all SL students who chose a community partner where Live Scan is a requirement. Therefore, students will be able to self-select to use or not use Live Scan resources.
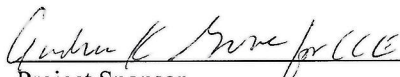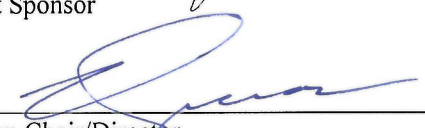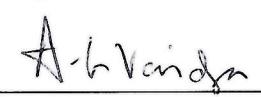
1. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.
   Education 101
   Education 330
   Education 445
   Early Childhood Studies 101, 320, 325, 521
   English 212
   Sociology 201
   Sociology 499

2. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**

   The Service Learning LiveScan Support request will be assessed by maintaining a utilization record of the total number of courses and students who utilize LiveScan.

3. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

4   **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

5   **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Andrew K. Snore for CCE	3-12-08
Project Sponsor	Date
signature	3·13·08
Program Chair/Director	Date
A-L Vandyn	3-17-08
Dean	

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ACTIVITY BUDGET FOR **2008-2009**

1. Operating Expense Budget

    A. Supplies   _____

    B. Vendor Printing   _____

    C. In-State Travel   _____

    D. Out-of-State Travel   _____

    E. Equipment Rental   _____

    F. Equipment Purchase   _____

    G. Contracts/Independent Contractors_____

    H. Honorarium   _____

    I. OPC Chargeback   _____

    J. Copier Chargeback   _____

    K. Other (Please Specify)

          TOTAL Expenses   _____$1200.00_____

2. Revenue
    A. Course Fees   _____
    B. Ticket Sales   _____
    C. Out of Pocket Student Fees
        (exclusive of course fees)   _____
    D. Additional Sources of
        funding
        (Please specify
        And indicate source)   _____
    E. Requested Allocation
        from IRA   **$1200.00**

          Total Revenue   _____$1200.00_____