



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

**Application**  
**Instructionally Related Activities Funds Request**  
**2009-2010 Academic Year**  
**DEADLINE: Fall and Academic Year 3/15/09**  
**Spring 10/15/10**

Applications must first be sent to the appropriate program chair. Chairs will then 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/Pilar Pacheco/x8851

Activity/Event Date(s): Spring 2010

Date Funding Needed By: January 2010

\*\*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:**

- |   |   |
|---|---|
| <input type="checkbox"/> Equipment Purchase     | <input type="checkbox"/> Field Trip   |
| <input type="checkbox"/> Event                  | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements        | <input type="checkbox"/> Risk Management Consultation   |
| <input type="checkbox"/> International Travel   | <input type="checkbox"/> Late Submission (Passed Deadlines: <b>Fall 3/15, Spring 10/15</b> )  |
| <input type="checkbox"/> Space/OPC Requirements |   |
| <input type="checkbox"/> Infrastructure/Remodel |   |
| <input type="checkbox"/> Other _____            |   |

Previously Funded:  YES  NO      Yes, Request # \_\_\_\_\_

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

Assessment submitted for previously Funded Activity:  YES  NO

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

Date of Submission: October 14, 2009

Amount Requested: \$5250.00  
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 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.

This IRA request is for The Cross Roads Service Learning Live Scan Support. This request will provide funding for Live Scan services for service learning students participating in the CrossRoads tutoring program in spring 2010.

Ventura County has experienced a spike in the number of homeless families and children due to having one of the highest mortgage foreclosure rates in the nation. Many families have found themselves homeless and the resulting impact on their children's education is vast. The capacity to learn when a child's family has lost their home is difficult.

In fall 2009, the Center for Community Engagement, in collaboration with School on Wheels (SOW), a non-profit organization that provides tutors for homeless children throughout Southern California, implemented the service learning activity entitled, The CrossRoads tutoring program, to support the academic needs of homeless K-12 students. Forty-six service learning students from Sociology Capstone 499 and Sociology 201 engaged in this service learning activity.

In preparation for tutoring, service learning students receive an orientation from School on Wheels. A part of that orientation requires students to be Live Scanned (i.e., fingerprinted and background checked), because students are serving children and youth. Fingerprinting volunteers and service learners has been recognized as a model practice to provide for the safety and well being of children and youth. Students receive this service from Urth Live Scan, a Thousand Oaks based company, licensed and approved by the State of California to perform Live Scan Fingerprinting, and used by School on Wheels.

For service learning students participating in a service learning course where the CrossRoads tutoring program is an option, conducting a Live Scan amounts to an out of pocket **cost of \$35.00**. Many CSUCI students have to rely on their parents to supply this financial support. This cost prohibits many students from participating in the full educational experience offered through the CrossRoads tutoring program.

Service learning is a mission-based activity at CSUCI and a fully integrated and vital component of the course offerings. The CrossRoads tutoring program service learning activity serves multiples purposes: 1) expands the number of homeless students tutored in Ventura County; 2) increases homeless K-12 students' and their parents' exposure to the higher education pipeline; and 3) builds on CSUCI's mission and capacity to prepare students for lifelong civic involvement and leadership.

The requested IRA funds would provide Live Scan funds for up to 150 students in spring 2010 to

participate in the CrossRoads tutoring program. This number is based on the total number of service learners who participated in the CrossRoads program in Fall 2009 (46) plus those from additional courses who have committed to participating in the CrossRoads program in Spring 2010. Providing monetary assistance for the Live Scan requirement would directly benefit courses that integrate the CrossRoads tutoring program and the students who participate in this service learning activity.

**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.

In Spring 2010 service learning courses participating in the CrossRoads tutoring program will include: Sociology Capstone 499 (2 sections), Sociology 201 (2 sections), English 212 (3 sections) Psy445 Adolescent Development (1 section) and Psy461 Positive Psychology (1 section).

**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 Live Scan Support request will be assessed by maintaining a utilization record of the total number of courses and students who utilize Urth Live Scan.

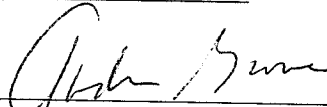

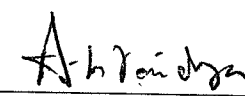
**Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

See budget.

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

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

Signatures and Dates

	6 Oct 2009
Project Sponsor	Date
	13 Oct 2009
Program Chair/Director	Date
	10/13/09
Dean	Date

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ACTIVITY BUDGET FOR 2009-2010

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)** LiveScan processing fees = \$35.00 x 150  
students \_\_\_\_\_

TOTAL Expenses \_\_\_\_\_ \$ 5250.00

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** \_\_\_\_\_

Total Revenue \_\_\_\_\_