



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

Application
Instructionally Related Activities Funds Request
2012-2013 Academic Year
DEADLINE: Fall and Academic Year 3/31/12
Spring 2013 deadline is 10/31/12

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: CHILDREN'S READING CELEBRATION & YOUNG AUTHOR'S FAIR
Project Sponsor/Staff (Name/Phone): Janet Pinkley (x3217)
Activity/Event Date(s): April 13, 2012
Date Funding Needed By: February 1, 2012
****Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2012 and for Spring Requests early January 2013.**

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

Previously Funded: YES NO Yes, Request # _____
*If previously funded, please attach copy of IRA Report

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: Library 840

Date of Submission: 10/31/2012

Amount Requested: \$2250.00
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 200

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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-For a large event, consultation with the events coordinator is recommended.

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 - 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:

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

The CRC & YAF supports CI's mission of placing students at the center of the educational experience by providing experiential and service learning opportunities for our university students as well as K-12 students in local school districts. CI students in ENG 212: Introduction to Children's Literature are engaged and empowered by leading activities as "Storytellers," "Imagineers," and "Artists" during CRC & YAF. All CI service learning students are self-directed at their rotating stations. The Storytellers select the books and conduct read alouds, the Imagineers facilitate creative writing and the writing process, and the Artists cultivate an appreciation for print culture with bookmarks and concertina book making.

The Children's Reading Celebration and Young Author's Fair (CRC & YAF) is an annual Broome Library event done in partnership with CI's English Program, the Ventura County Reading Association (VCRA) and the Ventura County Office of Education (VCOE).

The CRC & YAF's goals are to promote literacy, create opportunities for experiential and service learning, cultivate an appreciation for print culture, and lastly, that every child leave the event with a FREE book. In reaching out to a broader audience, targeting First 5, generating bilingual promotional materials, and fostering new community partnerships, we are growing every year yet forced to do more with less funding, no staffing, and lack of materials.

This year we cultivated a new partnership with middle school students from Ocean View Junior High in the Advancement Via Individual Determination (AVID) program. The AVID middle school students worked in pairs to support our CI service learning students by replenishing supplies, directing the public, giving kids stickers on their passports at the completion of activities, helping with breakdown, and of course, kids promoting literacy to other kids.

Goals for this program are:

- Prepare CI students to become engaged citizens in the community via service learning.
- Expose children to a college campus early in the hopes to inspire them to attend university.
- Provide a venue for CI and K-12 students to have experiential learning opportunities.

- Promote literacy and foster appreciation for print culture to underserved populations.
- Cultivate current and new community partnerships through continued success of event.
- Expose K-12 children to service learning and higher education.

2. **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.

All 3 sections of ENG 212: Introduction to Children's Literature

3. **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 metrics for outcomes include:
- number of attendees (RSVPs and library gate count)
 - number of teacher participants
 - number of school districts represented
 - number of books created and displayed for Young Author's Fair
 - number of service learning university students
 - number of K-12 volunteers
 - number of concertina books created
 - number of free writing journals distributed
 - number of free books distributed
 - feedback from program evaluation surveys

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

Item Description	Quantity	Amount
Books	150	\$ 2,000.00
Books for 212 students	90	\$ 1,200.00
Writing Journals	150	\$ 150.00
Honorarium-Author	1	\$ 250.00
Honorarium-Concertina	1	\$ 150.00
Honorarium- Music	1	\$ 150.00
Art Supplies		\$ 300.00
Printing & Promotion		\$ 500.00
Snacks		\$ 300.00
Parking		\$ 150.00
Custodial Services		\$ 250.00
Staffing		\$ 400.00
Total		\$ 5,650.00

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

John Spoor Broome Library, CI English Program, Ventura County Reading Association, and Target Foundation

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

Signatures and Date

Janet Pinkley

10/31/12
Date

Stephen Stratton/BRAD MONSMA

10/31/12
Date

Stephen Stratton

10/31/12
Date

KAREN CAREY

11/5/12

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ACTIVITY BUDGET FOR 2012-2013

1. Operating Expense Budget

A. Supplies	3850.00
B. Vendor Printing	500.00
C. In-State Travel	
D. Out-of-State Travel	
E. Equipment Rental	
F. Equipment Purchase	
G. Contracts/Independent Contractors	
H. Honorarium	550.00
I. OPC Chargeback	250.00
J. Copier Chargeback	
K. Other (Please Specify)	550.00 (parking services and staffing)

TOTAL Expenses 5650.00

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) *	

Total Revenue _____

E. **Total Requested from IRA** 2250.00