



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

**Application**  
**Instructionally Related Activities Funds Request**  
**2013-2014 Academic Year**

**DEADLINES: Application Submitted to AVP:**  
**Fall and Academic Year 2013-14: 03/01/13**  
**Spring 2014 deadline: 10/01/13**

**Submittal Process:** Applications must be first be signed by your program chair and then submitted to the appropriate AVP for approval. AVP's will next forward application to the IRA Coordinator for review. If there are questions or concerns, you may be asked for revisions or additional information. The IRA Coordinator will then forward applications to the IRA Committee for consideration.

**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.

**Duplicate requests-** if Sponsor is submitting multiple proposals for recurring events involving speakers, musicians, etc., please combine your requests into one proposal.

**Activity Title: Livescan Fund**

Project Sponsor/Staff (Name/Phone): Pilar Pacheco/8851

Activity/Event Date(s): AY 13-14 [Click here to enter a date.](#)

Date Funding Needed By: 9/13

*\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2013 and for Spring Requests early January 2014.*

Previously Funded?  YES  NO If Yes, what Semester/Year?  
Proposal(s) # 493, 436

**\*If previously funded, please attach copy of post-event IRA Report**

Report submitted for previously Funded Activity?:  YES  NO

Academic Program or Center Name: Center for Community Engagement

Estimated total Course Fee revenue:

Amount Requested from IRA: \$1500 (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 15-25

## Conditions and Considerations

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

**Artist/Performer/Speaker Fees & Honoraria**- On the Activity Budget, please indicate whether the vendor's price was set by you / CI representative, or is a fee that was set by the vendor themselves.

**Large Event**- For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

**Equipment Purchase**- If requesting large equipment purchase -over \$200, or will be a fixture installed on campus- Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

**Field Trip**- Sponsor must comply with all policies found at <http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

**Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval.** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects – from simple surveys to complex biomedical procedures – must be reviewed and approved by the IRB *prior to* starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

**Exempt from IRB Approval** –If your project is exempt from IRB review, include copies of correspondence with IRB Board. 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.

**IT Requirements**- If your activity has IT requirements, your application requires proof of correspondence and approval from IT Administration.

**International Travel**- Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application.

**Risk Management Consultation**-Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. 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.

**Other** – Livescan fees

**Application**  
**Instructionally Related Activities Funds Request**  
**2013-2014 Academic Year**

**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.

Many faculty teach courses with an integrated service learning component. Service learning often involves a community agency or organization serving children and youth with educational support and mentoring. The majority of these agencies require all volunteers to be fingerprinted through LiveScan. Fingerprinting volunteers and service learners has also been recognized as a model practice to provide for the safety and well being of children and youth and vulnerable population. LiveScans are available on the CI campus, through Campus Police, but at the cost of \$20 for the initial fingerprint and an additional charge of \$32 to \$100 depending upon the purpose of the LiveScan. For service learning students, conducting a LiveScan amounts to an out of pocket cost of between \$52 and \$120. This cost prohibits many students from participating in the full educational experience offered through their course. 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. The IRA request for Service Learning LiveScan Support would provide funding for students during the 2013-14 academic year.

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.
  - a. Please list all classes that directly relate to the proposed activity.

CI currently offers 20 plus courses a semester that have a service learning component. They include courses from the following programs: Chicana/o Studies, Liberal Studies, Education, English, ESRM, Sophomore Seminar, Sociology, Liberal Studies, Early Childhood Studies, Spanish, and Communication, Sophomore Seminar 250.

- b. For each class listed in #2a, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent.

This service will be made available to all SL students who chose a community partner where Live Scan is a requirement, prior to their service. Therefore, students will be able to self-select to use or not use Live Scan resources. This takes place throughout the academic year.

3. **Learning Outcomes.** List all expected learning outcomes, as connected specifically with each course listed in #2.

Students will be able to participate in a service learning course at a site of their choice, connecting real world experience with classroom learning.

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

The Service learning LiveScan Support request will be assessed in two manners: Utilization and Impact. First, a utilization record will be maintained of the total number of courses and students who utilize LiveScan to enable students to participate in service learning activities. Secondly, records will be maintained of surveys regarding the impact of the service learners on the community that has been enabled through the Service Learning LiveScan Support. An evaluation of the program's success will be compiled through examination of the Utilization Report and the Impact Study.

5. **Activity Budget.** Please enclose a complete detailed budget of the entire activity. **Bold** specific items that you are requesting IRA to fund (Page 6).
6. **International Trips.** If your event is an international trip submitted through the Center for International Affairs, you must include a copy of the program budget as submitted to CIA (to ensure congruency between the two budgets), as well as a copy of the course syllabus.
7. **Sources of Activity Support.** Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity.

Additional support from CCE in the amount of \$500.

8. **Audience/ Marketing/Promotions.** Who is your intended target audience? How will your event be advertised to students? *CI students*
9. **Sustainability.** If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.
10. **Images.** For previously funded IRA activities, include copies of images from past IRA activity or activities, demonstrating student participation and levels of students served.
11. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations herein.

# IRA Activity Budget



INSTRUCTIONALLY  
RELATED  
ACTIVITIES  
CHANNEL  
ISLANDS

Activity Title: Livescan Fund

Name of Sponsor: Pilar Pacheco

Account	Operating Expenses	Amount	Comments/Notes
<b>A. Artist/ Performer/Speaker</b>			
601801	Special Consultants (existing CI employee)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
613802	Honoraria (Price set by CI)		
613001	Other consultants/ staff		
	Other		
	<b>Artist/Performer/Speaker/Consultant TOTALS</b>	0	
<b>B. Supplies &amp; Services- Other</b>			
660831	Copier Chargeback		
660002	Printing (Not Promotional)		
660833	Promotional Items		
660017	Publications		
660890	Registration- Conferences & Meetings		
660009	Workshops with a Training Component		
	Equipment Rental or Purchase		
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing		
660003	Supplies & Services- Other		
660003	Supplies & Services- Other	1500	This amount is based on usage from last A
	<b>E. Other (please specify)</b>		
	<b>Supplies &amp; Services- Other TOTALS</b>		
	<b>TOTAL EXPENSES</b>	1500	

	2. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding		
	<b>TOTAL REVENUE</b>	0	
	<b>E. TOTAL REQUESTED FROM IRA</b>	1500	

## Other Expenses

660832	OPC Chargebacks & Facility Use Fees		
	Other		
	Parking (please describe)		
660017	Advertising & Promotions		

**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