

Instructionally Related Activities Funds Request Fall 2019

▼ Submitter

Submitter Name

Pilar Pacheco

Submitter Email

Pilar.Pacheco@csuci.edu

▼ 1. Basic Details

Activity Title

Serve it Up!

Activity/Event Date

Fall 2019 and Spring 2020

Date Funding Needed By

September 2019

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

AY 18-19

Proposal # (if known)

Report submitted for previously Funded Activity?

- ☐ No
☒ Yes

Please upload a copy of the report

Additional Report #1

[2018 ira-report-form-serve it up.docx](#)

Additional Report #2

Additional Report #3

Additional Proposers

Academic Program(s)/Center Name(s)

Center for Community Engagement

Estimated total Course Fee revenue

N/A

Amount Requested from IRA

5000

Estimated Number of Students Participating

280

▼ 2. Brief Activity Description

Describe the activity and its relationships to the educational objectives of the students' program or major

Brief Activity Description

Since AY 15-16, the Center for Community Engagement along with New Student Orientation, Inclusive Services and Multicultural Dream Center and Veterans Affairs, have collaborated on a cross-divisional initiative, Serve it Up!, to build upon an existing culture of service at CSUCI. In keeping with CI's institutional mission-based outcomes to graduate students who will possess an education ...to address the highly complex issues facing societies, the Center for Community Engagement is requesting funds that would allow CI students to participate in off-campus service days. Currently, these events include:

- Student Service Summit
- United Way Day of Caring
- Dr. King, Jr. Day of Service
- Veterans Day
- Cesar Chavez Day of Service and Learning

Funding request for this year includes the addition of two additional service days.

The goals of this initiative are to: 1) contribute to building a culture of service at CI, 2). create opportunities for students to become aware of local community issues, 3) contribute to making a difference in the community 4) create community among CI students, 4). brand service as altruistic adventurism

This initiative aligns with Strategic Initiative

1. Educational Excellence: Ensuring students graduate with the high-level knowledge, skills, and experience necessary for engaged citizenship and career success.

Collaborating across Academic and Student Affairs to increase student engagement.

1.2 Increase opportunities for students to engage with the regional community to apply their learning and address meaningful challenges.

1.3 Continue to expand opportunities for students to develop a deep sense of civic engagement to become catalysts for social and economic progress in the community

1.7 Increase co-curricular engagement to strengthen community and support the achievement of academic goals.

Relationship to the educational objective of the students' program or major: This activity links to the institutional mission-based outcome, many UNIV courses, but specifically to UNIV 250: Sophomore Seminar.

The learning objectives for this course include:

- Take individual and collective actions which can address issues of public concern
- Deliberate with others and present arguments clearly, logically, and creatively This activity will provide students an opportunity understand a community issue or needs, learn more about what non-profits are doing in our community and, through reflection circles, be able to speak about their community experience.

▼ 3. Learning Outcomes and Relation of 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.

1. Please list all classes that directly relate to the proposed activity.
2. For each class listed, 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

Learning Outcomes and Relation of IRA to Course Offerings

As in the past, the Center for Community Engagement and partners, will work closely with all UNIV courses, while making the service days available to all students. How each faculty member will integrate this material into their specific courses will vary across courses and will include but will not be limited to: being part of course requirements, extra credit, in class activity, as content for a writing assignment.

These days of service link to the university-wide GE learning outcomes related to civic engagement and multicultural perspectives. These are centrally part of all of the university's GE courses.

They are:

Goal 1. Evaluate issues and integrate ideas from multiple perspectives, including cultural, national and international, and disciplinary perspectives, and identify actions consistent with their own civic responsibility. They will be able to:

Outcome 1.1 Integrate content, ideas, and approaches from (c) integrative perspectives across disciplines.

Outcome 1.2 Take individual and collective actions which can address issues of public concern.

▼ 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.

Description of Assessment Process

Reflection circles led by student leaders are used to create a sense of belonging and community among students and create a space to reflect on the service.

The following questions may guide their discussions: What have you learned about yourself? What have you learned about your community? What have you contributed to the community site? What values, opinions, beliefs have changed? What was the most important lesson learned? How have you been challenged? What should others do about this issue?

▼ 5. Activity Budget

Please enclose a complete detailed budget of the entire activity. Indicate specific items that you are requesting IRA to fund.

You should use either the Regular Activity budget (for events on campus) or -- if your event involves any travel-- you **MUST** use the IRA Travel Budget Form.

You can download both of the IRA Excel Budget sheets at <http://www.csuci.edu/ira/application.htm>.

Activity Budget

[19_20-ira-regular-budget.xlsx](#)

▼ 6. International Trips

If your event is an international trip submitted through the Center for International Affairs, you must include copies of:

1. Complete Center for International Affairs/ UNIV 392 proposal
2. The program budget as submitted to the Center for International Affairs (to ensure congruency between the two budgets)
3. as well as a copy of the course syllabus

Center for International Affairs Budget

Copy of Center for International Affairs Proposal

Course Syllabus

Certification

☐ I certify that students attending this trip are not previous or repeat attendees of a prior International UNIV 392 Trip

▼ **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. Please indicate if there are no other sources of funding

Other Sources of Funding

The Center for Community Engagement will cover any additional bus charges.

▼ **8. Promoting Participation**

What is your intended audience and how do you intend to market this to your students?

Our intended audience is CI students. Marketing for the events will take place through various outlets:
Course syllabi
Social Media
Digital Signage
In-class presentations
Information sessions at the CCE
CI newscenter
Club presentations
Volunteer distribution list
CI student email
President's Scholars list

If this is an event that is off campus, how do you plan to bring back the benefit of this event to campus?

The Center for Community Engagement (CCE) holds an annual Celebration of Service Poster Session in May. The CCE will create a poster to highlight this initiative at the Celebration. Students who participated in the service days will be invited to the Celebration of Service to speak about their experience during the poster session.

▼ **9. Approval and Acknowledgement**

Program Chair/Director

Francois, Marie E

Dean

Perry, Jennifer

Conditions and Considerations

- ☐ **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.
- ☐ **Large Event:** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.
- ☒ **Field Trip:** Sponsor must comply with all policies found at:
<http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.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.
- ☐ **IT Requirements:** If your activity has IT requirements, coordination with and approval from IT Administration is required.
- ☐ **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. Must utilize the University's Foreign Travel Insurance Program (FTIP) and follow all International Travel Guidelines listed at: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>
- ☐ **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/Facilities Services Requirements:** Consultation and coordination with Facilities Services is required.

Acknowledgement

- ☒ I acknowledge that I have reviewed and accepted the Conditions and Considerations herein. I acknowledge that the activity sponsor will be responsible for managing purchases, travel arrangements, and all transactions related to approved activities. Please check off boxes as appropriate.

▼ Chair Review**Recommendation**

- ☒ I recommend approval of the IRA Funds Request described on this page
- ☐ I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

This program is a powerful vehicle for student learning and engagement.



Marie Francois

Mar 15 2019

▼ Dean Review**Recommendation**

- ☒ I recommend approval of the IRA Funds Request described on this page
- ☐ I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

IRA Activity Budget

Activity Title: Serve it UP!
Name of Sponsor: CCE

Account	Operating Expenses	Amount	PLEASE EXPLAIN: Comments/Notes
	A. Artist/ Performer/Speaker		
613802	Honoraria (Price set by CI)		
613802	Honoraria (Price set by CI)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
601801	Special Consultants (existing CI employees)		
613801	Other Consultants /Other Professional Services		
613001	Independent Contractor(s)		
	Other:		
	Artist/Performer/Speaker/Consultant TOTALS	\$0.00	
	B.. Supplies & Services- Other		
660002	Printing		
660017	Advertising (such as in a magazine or publication)		
660831	Copier Chargeback		
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing		
660825	Rentals or Leases		
660833	Promotional Items (with logo)		
660834	Awards		
660890	Registration- Conferences & Meetings		
660003	Supplies & Services- Other		
660003	Supplies & Services- Other		
660003	Parking (please describe)		
	Other (specify)	\$4,000.00	On average Roadrunner charges \$800 - \$900 for a 48 pax bus for 7 hours.This request covers buses for 6 service days.
	Other (specify)		
	Supplies & Services- Other TOTALS	\$4,000.00	
TOTAL EXPENSES		\$4,000.00	
	C. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding	\$2,000.00	Bus charge overages
TOTAL REVENUE		\$2,000.00	
	D. TOTAL REQUESTED FROM IRA	\$2,000.00	
E. Other Expenses			
660832	OPC Chargebacks & Facility Use Fees		
	Other (not requested from IRA)		
	Other (not requested from IRA)		
TOTAL OF OTHER EXPENSES		\$0.00	