

## **Service Learning Grant Guidelines (2006-2007)** **Mount Aloysius College**

The Service Learning Grant Program was established in 2006 to encourage Mount Aloysius College undergraduate students and faculty mentors to engage in service learning by defraying some of the cost associated with such endeavors. Service learning, in this context, is broadly defined as: A method of instruction and learning in which students learn the content of the curriculum while actively participating in and reflecting on experiences that benefit both the community and the students.

### **Eligibility**

- ❖ **Student:** Students must be enrolled in an undergraduate or graduate program at Mount Aloysius College.
- ❖ **Faculty Mentor:** Faculty mentors must be full-time faculty of Mount Aloysius College.

### **Funding Amounts**

- ❖ Individual grants of up to \$500 will be issued.

### **Use of Funds**

- ❖ Funds may be used for supplies, equipment, software, fees, and travel to and from a service site (travel will be covered at \$0.30/mile).
- ❖ Funds may **not** be used for stipends or reimbursement for services.
- ❖ Any supplies, equipment, or software purchased with these funds will remain the property of Mount Aloysius College.

### **Responsibilities**

- ❖ Students must
  - complete the project as described in their grant application,
  - after the project has been completed, submit to the Service Learning Committee a Project Summary including the final outcomes and expenditures of the project, and
  - be prepared to present the project and its outcomes in an appropriate forum at the request of the Service Learning Committee.
- ❖ Faculty Mentors must
  - supervise all aspects of the project,
  - guarantee compliance with established human-participant and safety requirements,
  - certify that students are adequately trained to complete the project as described, and
  - assure completion of all required documents (e.g., application, project summary, and others as dictated by the needs of a specific project.)

### **Service Learning Committee Timeline**

- ❖ Applications will be reviewed by the Service Learning Committee as they are received until all funds have been allocated.
- ❖ Faculty mentors will be informed of the decisions of the Committee via email within two weeks from receipt of the application.

**Service Learning Grant Application (2006-2007)**  
**Mount Aloysius College**

Please submit one completed, signed paper copy of the application to Ms. Kimberly Asonevich, Service Learning Committee, St. Gert's Hall Room 54, and one completed (except for signatures) electronic copy to kasonevich @mtaloy.edu.

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**Student Section (to be completed by the student)**

**Student Information**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_@student.mtaloy.edu Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Major: \_\_\_\_\_ Anticipated Graduation: Select One \_\_\_\_\_ Select One \_\_\_\_\_

**Past Service Learning Grants**

Have you (the student) ever received a Service Learning Grant? Select One \_\_\_\_\_  
If yes, when? Select One \_\_\_\_\_ Select One \_\_\_\_\_

**Current Request**

Project Title: \_\_\_\_\_

Project Proposal: Please attach a description of the proposed project (not to exceed two pages in length) that includes the title, brief background, course that is being used as the basis for the project, goals of the project, method of achieving those goals, explanation of how the requested funds will be used, and a timeline for the project. Include the names of all students who will be participating in the project covered by the grant. Please include the Project Title and page at the top right corner of each page.

**Student Certification**

Please sign below to indicate that you understand and accept the Student Responsibilities as outlined in the Guideline sheet:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Faculty Mentor Section (to be completed by the faculty mentor)**

**Faculty Information**

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
E-mail: \_\_\_\_\_@mtaloy.edu Telephone Number: \_\_\_\_\_

**Faculty Certification**

Please sign below to indicate that you understand and accept the Faculty Responsibilities as outlined in the Guideline sheet:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Service Learning Committee Approval (to be completed by the SLC Representative)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_