

Lawrence University

Summer Experiential Learning Grant Application

The Volunteer and Community Service Center, Career Services and the Office of Community Based Learning and Research provide funding for students serving the community over the summer months. Students submitting this application can be considered for all funding opportunities below.

Summer Volunteer Opportunity Grant (SVOG), sponsored by the Volunteer and Community Service Center, provides financial assistance for students participating in service projects as learning experiences during the summer months. SVOG funding is available to assist with the practical expenses for service projects. Because the VCSC recognizes the financial demands of a Lawrence University education, part of the funding is also intended to offset the opportunity cost of a summer spent engaged in volunteer and service work. Although the grant itself helps to remove financial barriers to summer service, the SVOG program also seeks to enhance and develop the individual student learning imperative as well as the Lawrence community's broader understanding of service. To that end, recipients are encouraged to link service work and academic inquiry and expected to engage themselves and the campus community in a consideration of social, legal, political, and other issues pertinent to their service project.

Betty Heistad Barrett Fund for Excellence in Civic Service, sponsored by Career Services, provides students funding to learn, explore, and grow while serving the non-profit community. Students will be expected to follow the guidelines of the internship program, by setting intentional learning goals, completing evaluations and other components of the program.

The Office of Community Based Learning and Research (CBLR), will disburse funding in 2017 to support summer experiential learning grants that have a clear connection to the applicant's academic work. These grants recognize that applying knowledge gained in the classroom, studio, and laboratory to analyzing and addressing real issues in real communities is an effective learning strategy. CBLR grants will typically build on previous coursework, research, or creative activity carried out at Lawrence, and might be preparation for additional academic work such as independent study or senior experience projects.

Eligibility & Application Process

Students who will have successfully completed at least two terms of academic work at Lawrence University before the start of their proposed project are eligible to apply. **Qualifying students must be available the following academic year to present to the LU community; graduating seniors are not eligible.** Please check the [State Department](#) for travel warnings and the [CDC](#) and [WHO](#) for travel advisories. **Lawrence does not sponsor travel to countries with travel warnings.**

- **Monday, January 16, 2017:** Application packet available online
- **Monday, April 10, 2017:** Applications due electronically to Taylor Kinn, taylor.kinn@lawrence.edu in Career Services by 4 p.m.
- **Week of April 24, 2017:** Notification letters sent

Application Components

- Resume
- List of References (3 including: 1-academic, 1-professional and 1-personal, who can attest to your level of responsibility, commitment, and leadership abilities)
- Project/Internship Information Sheet
- Budget Outline
- Essays
- Terms and Conditions
- NOTE: Interviews may be requested

Project/Internship Information Sheet

Student Name: _____ Class Status: _____

Internship/Project/Program Name: _____

Sponsoring Organization: _____

Contact/Supervisor: _____ Position: _____

Site Address: _____ Supervisor Phone: _____

_____ Supervisor Email: _____

Volunteer/Internship Application Due Date (if rolling, please note): _____

Projected Start Date: _____ Projected Completion Date: _____

Approximate Hours/Week: _____ Project Location: _____

Have you been accepted/approved to participate in this project/internship? ___Yes ___No
(Priority will be given to students who have already been accepted.)

If not, when will you be advised of your status? _____

Please note the date by which you must accept your position: _____

Please describe the nature of your project and your site. What tasks will you complete, and what roles will you play?

Budget Outline

Using the table below, please develop a budget outline based on your best estimate of expenses. If the program or sponsoring organization covers any costs, please indicate that as well. . Budgets below \$2,000 will receive higher priority than other proposed budgets.

Explanation of Expenses	Estimate
Transportation:	
Program Fees:	
Food:	
Lodging:	
Other (specify):	
Estimated Total Expenses:	

Are you in the process of applying for funding from other sources? ___Yes ___No

If yes, please describe and indicate the expected decision date:

What financial support/resources (if any) have you already received to support you with this project (e.g. free housing/food, funding for another source, etc.):

Please share any information you would like regarding your financial situation and what your plans will be if you are not able to receive funding (optional):

Essays

Please limit your responses to a maximum of 250 words for each question. Reading and considering all of the questions before beginning to write might help you to organize your responses more effectively.

1. Why do you think the service project or mission of your non-profit organization is important?
-

2. How will this experience enhance your understanding and/or knowledge of an issue, region or population and prepare you for life after Lawrence with regard to your personal, educational, and/or career goals?
-

3. How do you feel your experiences qualify and prepare you for this type of work? How will you contribute to the need for this type of service?
-

4. In what ways will this experience build on or contribute to your academic work at Lawrence? For example, will you be using or further developing skills or knowledge gained through coursework at Lawrence? If so, in what way? Do you expect that this experience will lead to further study, research, or creative activity during your time as a student at Lawrence? If so, how?
-

Terms & Conditions

I understand the purpose of the Summer Experiential Learning Grant and the terms of the application and allocation process as outlined in this application. If I am awarded funding, I intend to participate fully in my proposed summer service project/internship, recognizing that I am a representative of Lawrence University. I also intend to complete all required components of participation during and after my experience (listed below).

Signature

Date

If a student fails to complete their project or internship or any of the conditions below, they may be asked to return all or part of the funding.

Awarded students must complete the following requirements:

1. Attend a pre-summer orientation session and complete necessary paperwork.
 - a. For those projects/internships that take place in another country, verification that travel and medical insurance has been purchased will be required, and students must complete all additional paperwork required for international travel.
 - b. For those opportunities that are considered internships, students will need to participate in the Career Services internship program, including: reporting an intern hire in LUworks, completing an orientation session, learning agreement, evaluations, participating on Moodle throughout the experience and attending the Major, Intern and Research Symposium.
2. Compose a reflective paper and brief statement for the website which addresses how your service experience/internship is related to issues (social, political, economic, legal etc.). Papers will be submitted electronically.
3. Serve as an ambassador for the Summer Experiential Learning Grant and affiliated offices by participating in requested events.

Tax Note Regarding Funding

Note for international students: *Per I.R.S. regulations on payments to Nonresident Aliens, the award will be taxed upfront and will be included on your Form 1042-S. If you have any questions regarding this tax treatment and/or form, please contact Financial Services, Financial_Services@lawrence.edu.*

Note for domestic students: *Per I.R.S. regulations, the award you receive will be reported to the I.R.S. and will result in you receiving a 1099 miscellaneous income form from Lawrence University. If you have any questions regarding this tax treatment and/or form, please contact Financial Services, Financial_Services@lawrence.edu.*

Inquiries

SVOG: Kristi Hill, Director of Volunteer and Community Service Programs, 832-6644, kristi.hill@lawrence.edu

Betty Heistad Barrett Fund for Excellence in Civic Service: Taylor Kinn, Assistant Director of Career Services – Internships, 832-6561, taylor.kinn@lawrence.edu

Community-based Learning and Research: Prof. Mark Jenike, 832-6717, mark.jenike@lawrence.edu