Community Outreach's mission is to engage students in meaningful service activities that enrich their learning and enhance the quality of life for others in our local, national and international communities. The service award has been inspired by UConn’s commitment to develop active global citizens and is aimed at decreasing financial barriers to undergraduate students wishing to pursue service and civic engagement opportunities and programs through University sponsored programs.

This award honors a registered student group that plans to engage in a community service project. The project may be a single event or a series of service events over the course of the semester.

**Award Criteria:**

* This award is open to groups of students performing a community service project.
* Applicants of this award must be current UConn students on the UConn Storrs Campus.
* The service must occur during the semester for which the award is given.
* Funds being used must directly benefit the UConn students’ participation and will not be awarded to a third party vendor or non-profit.
* Diverse students and students from low-socioeconomic and culturally diverse backgrounds are encouraged to apply for this award.

**General Award Information and Timeline:**

* Applications will be reviewed as they are received and will be accepted until funds for the year have been exhausted.
* Award amounts will range from $25.00-$250.00; under exceptional circumstances, the committee may approve a higher amount.
* Once all funds have been awarded for the year, the process will close until the next academic year.
* Awards are subject to tax implications. Winter session will be applied to the fall or spring financial package based on program need.

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| **Application Checklist:*** Application Form
* Group Statement
* Budget Narrative
* Letter of Support
* Organization Résumé *OR* Participant Résumés
 |

*Completed application packets should be submitted to:*

University of Connecticut

Department of Student Activities
Office of Community Outreach, SU Room 302

2110 Hillside Rd., Unit 3008

Storrs, CT 06269

***\*\*Incomplete applications will not be considered\*\****

Name of student submitting application: (First and last)

Organization Name

Is your organization currently recognized by The Department of Student Activities as a registered Student Organization?

Yes [ ]  No [ ]

Contact information for student submitting application:

Telephone:       Email:

Contact information for the organization:

Telephone:       Email:

List the members of the organization who will be participating in this experience:

Please include the full name (first and last) of each group member

For which semester are you requesting funding?

**Partnerships:**  Please list all partners in this project including on-campus Departments, non-profit providers or other stakeholders in the project. Please include links to web resources or other resources that describe the partner.

**Community Service Project Description:** In 500 words or less please describe the Community Service Project. Please indicate what period of time the program/trip/project will take place.

In addition to this application, please submit the following:

1. **Group Statement**: Please describe the plans for the above mentioned Community Service project and how this award will assist your organization in achieving the goals of the project. Your statement should include information on your organization’s mission and how this service experience fits into the future work of the organization. Your statement should not exceed 500 words.
2. **Budget Narrative:** The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet to demonstrate you have considered the costs associated with your service experience. Together, the budget narrative and budget spreadsheet should provide a complete financial and qualitative description that supports the requested funds. Please use the budget narrative to provide a description of your budget.
3. **Letter of Support**: Please have one letter of support written on behalf of your group from an instructor, advisor, or mentor who has known your organization for at least one year. The letter of support must be submitted in a sealed envelope and include the name, address, and phone number of the person submitting it.
4. **Organization Résumé**: Please enclose a résumé for your organization, which should include current and previous service work and initiatives of the group, membership statistics, etc.; ***OR*** Please submit the résumés of the members participating in this experience, which should include current and previous employment, (including military experience, part-time work, and summer or other temporary positions), and involvement in extracurricular activities (such as organizations, clubs, sports, and campaigns) while attending the University of Connecticut.

I attest that the information in this application and its supporting materials are true and accurate to the best of my knowledge.

Signature: Please type your full name here as an electronic siganature Date:

**Budget Narrative:** Please describe the full costs associated with this experience.

**Anticipated Budget**

Please complete this budget to assist you in thinking about the expenses associated with the service project(s) and whether this is something you can do financially.

|  |  |
| --- | --- |
|  | **Expected Expenses** |
| Travel (to relocate and daily commute) |       |
| Living Expenses (rent, utilities, food, etc.) |       |
| Registration Fee  |       |
| Other (please describe): |       |
| Total Expected Expenses |       |
|  |  |
|  | **Expected Contributions** |
| CO Award |       |
| Members |       |
| Organization funds |       |
| Other (i.e., financial aid, other awards) |       |
| Total Expected Contributions |       |