

## Service-Learning Student Project Fund Policies

The Service-Learning Student Project Fund (SLSPF) is designed for Salt Lake Community College (SLCC) students enrolled in designated service-learning classes. Students may request funding to offset costs directly related to their service-learning (SL) projects. Service-learning instructors and Engaged Learning staff must approve the project. Students may request up to \$500 per course or program and must submit a final report. We encourage students to be creative when planning a project. Work closely with the course instructor, staff, and community partner to explore the range of possibilities.

I. Students may request up to \$500.00 to purchase consumable products or offset travel costs.

- Consumable products are goods that can be used up for example: paper, pencils, fabric for blankets, craft supplies, hygiene products, soil or lumber for garden boxes, shipping costs, etc.
- Non-consumable products may be purchased if they are SLCC branded.
  - Non-consumable products are classified as any item that cannot be used up or discarded such as electronic devices, music instruments, board games, books, microscopes or other equipment. Items such as this must be SLCC branded.
- Students are able to purchase products from any reliable source.
- Travel costs can include hotels, registration fees, or flight costs.
- If students are requesting funding for conferences (travel expenses, registration fees), then it must be in participation with a service-learning course, an Engaged Department (Dental Hygiene, Occupational Therapy, & English), or SLiCE.
- Students may request funding for travel expenses for a Study Abroad program if the course associated with that program is designated as Service-Learning. For example, Costa Rica Study Abroad Program, Anthropology 2083.
- The SLSPF may not be used for Alternative Breaks.

II. Award limitations

- If multiple students from a single course are requesting funding, note that only \$500.00 will be approved for the entire class. For example, if 10 students are requesting funding for various projects done in an English 2010 class, a maximum of \$500.00 can be awarded for that class for that semester.
- The Engaged Learning Office has the discretion to deny or approve requests over \$500.00.
- A maximum of \$1,000 may be awarded to Engaged Departments (Dental Hygiene, Occupational Therapy, & English) for student projects/travel outside the structure of a designated course for the academic year.

III. Student Obligations

- Students are required to include their service-learning experience on their ePortfolio.
- Student are required to submit a final report, or they will be subject to fines or academic holds.
- Each proposal must be approved by at least one faculty, staff or community partner. If you have submitted a proposal, please remind your reviewers to approve your proposal.
- Students must plan their project with an approved [Thayne Center Community Partner](#), Dental Hygiene Clinic, or Occupational Therapy Clinic.
- Coordination with the Engaged Learning Specialist is key to a successful project. Please be sure to get into contact with the Engaged Learning Specialist with any questions, clarification or payments needed to complete you project.