

2017-18 INSTRUCTIONALLY RELATED ACTIVITIES BUDGET REQUEST

Name of IRA Program: Leadership in Volunteer Organizations

Course Title and Number: Issues in Community Volunteering (no longer available)

Faculty Program Director: Melea Smith

College and Department: Academic Programs & Undergraduate Studies - Special Programs/Youth Educational Services

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1. Please describe the nature and objective of your activity and how it qualifies as an Instructionally Related Activity (IRA). Use the attached examples of evaluation criteria, reference in #3 provided by the IRA Committee. Address the issue of how the course/activity relates to the larger curriculum (i.e. general education, majors, minors, electives). What are the students expected to learn by the end of this course activity that they did not know before? Are there any special requirements for participating in this activity? Please be as clear and concise as possible in your response.

Youth Educational Services (Y.E.S.) is requesting funding for two different purposes. The first is to be used for student program director training retreats that are held Wednesday through Friday in the week prior to the beginning of classes each semester. The second is to be used towards fingerprinting costs for volunteers to be screened and cleared for service in any of YES' 15 semester-long programs.

YES training retreats are the first crucial step to program success because they provide valuable information, skills and support to students who will now be serving as directors of one of our 15 different programs. The Fall retreat covers trainings that prepare directors for volunteer recruitment and screening as well as all aspects of program management including safety & risk management, training & workshop facilitation, and program service essentials. The Spring retreat provides the same basic training to new directors as well as an opportunity for new and returning directors to delve deeper into such topics as understanding societal issues that contribute to the needs for our program services, program evaluation and assessment, and further exploring volunteer and service related topics such as motivation and communication. New training workshops are employed each year to create fresh, active and impactful learning opportunities for these developing student leaders that they can then model in their weekly trainings with volunteers. Both three day retreats are invaluable in creating a cohesive partnership among student directors and student and professional staff that allow for learning, sharing, guidance and support that come with a shared purpose and mission.

Due to winter weather conditions and safety/travel concerns, YES intends to hold future Spring Retreats at local venues. The local 3-day Spring Retreat will still include workshops and trainings from 8am-8pm, but students will return home each evening. This change in location will reduce the risks associated with travel during winter weather and the stress that accompanies last minute cancellations and venue changes. Rental fees for appropriate venues in Humboldt County (near HSU) are expensive; it is not anticipated that there will be a reduction in costs for retreat food or venue. Y.E.S. plans to hold Fall Retreat at an out-of-town location when weather conditions are better for travel.

Participation in the Y.E.S. retreats is a requirement of taking on the commitment as a director of a Y.E.S. program. Because our directors and their volunteers are working in the community at local schools and non-profits, they are screened thoroughly. Screening of volunteers includes an interview, reference checks, a motor vehicle report for any students who drive other students and fingerprinting. This is a base-line standard of the field for placing volunteers in positions of responsibility with vulnerable populations. To become a director, students have previously been volunteers of at least one Y.E.S. program. Directors are chosen after submitting an application, completing a further interview process and committing to responsibilities requiring 10-15 hours of time per week.

This year, Y.E.S. spent considerable funds on office upgrades and repairs in order to keep the center accessible, productive and safe. Respectfully, we request IRA budget support to match 75% (currently 25%) of the total Live Scanning costs for volunteers. This financial support will allow Y.E.S. to continue screening volunteers at no cost to students.

Y.E.S. contributes to the cultural and educational atmosphere at the university. Our 30-35 Y.E.S. directors recruit, screen, train and manage over 200 students a semester in our volunteer programs. Additionally

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Y.E.S. participates in many different activities and provides assistance in coordinating others. Examples include: the Campus Dialogue on Race, Social Justice Conference, MEChA and other specific workshops provided by Y.E.S. staff & student directors & programs through individual requests. Annually HSU students through YES volunteer approximately 20,000 hours and serve 1,500 individuals. YES directors make this happen. The YES retreat is an essential component of ensuring they have the needed training. Y.E.S. continues to make a positive impact on the greater local community. In its 48th year of community service, it contributes to the good will that people feel towards Humboldt State University and allows students to feel a greater bond and connection with their current home base.

2. How does your program meet all the General Requirements listed in #2 of the IRA Funding Guidelines?
If the IRA Program no longer has a course title and number, please explain why it should still be eligible for IRA funding.

Although we no longer have a course designation, the responsibilities of the student program directors remain the same as before and the Y.E.S. director retreat is essential to provide proper Y.E.S. director training. In addition, Y.E.S. program activities are often course requirements for Service Learning designated courses. Because Y.E.S. programs are community service learning focused it is essential that directors are able to provide quality service. Student directors must be ready to perform all aspects of program management almost as soon as the semester begins. The learning curve is too steep for that. A three day intensive training and instructional retreat prior to each semester allows these new directors to prepare for that incredibly demanding responsibility. They receive pertinent timely and well-planned trainings that guide and coach them through the many roles and steps required of their new positions. In addition to learning the essential skills and procedures to effectively run a Y.E.S. program, the trust and cohesion that is built during the retreats are key determining factors in the success of Y.E.S. each year. Student directors and staff get to know and understand one another, creating relationships and cementing bonds that are integral to the support network that

3. What is the instructor's level of participation in this IRA funded course and activity?

The instructor participates in all aspects of the retreats. The planning for each of these retreats starts the semester before, and involves both student leaders and the course instructor. The course instructor and Y.E.S. staff members attend both sessions for all three days of each retreat, coordinate events and lead training sessions and activities.

I have reviewed this Instructionally Related Activities Budget Request in its entirety:

IRA Program Director Name: Melea Smith

IRA Program Director Signature: 

Department Chair Name: Tay Triggs

Department Chair Signature: 

**Instructionally Related Activities
Request Spreadsheet
2017-18**

NAME OF IRA PROGRAM HERE

Line Item	Entry Priority: 1 = highest priority	Category (see definitions)	Total Funds Needed	Amount Requested from IRA	Difference	Other Source of Revenue			# of students directly served per year
						University/Associated Students	Fundraised	Student Contribution	
Per Diem	1	Per Diem	4,249	4,249	0				35
Van Rental/Gas	2	Transportation	1,200	1,200	0				35
Supplies/Service	3	Supplies and Services	4,300	1,000	3,300		3,300		35
Speakers	4	Supplies and Services	150	0	150	150			35
					0				
					0				
					0				
					0				
TOTALS			9,899	6,449	3,450	150	3,300	0	
TOTAL REVENUE	9,899								
TOTAL EXPENSE	9,899								
REVENUE OVER EXPENSE	0								
2016-17 IRA Allocation	6,079								
2017-18 IRA Allocation Request Difference	6,449								

If your 2017-18 budget request is different than the current year please explain. We have reflected the increased costs in van rentals in this request.

