Request for Proposals

KERNODLE CENTER FOR SERVICE LEARNING AND COMMUNITY ENGAGEMENT AT ELON UNIVERSITY

Leaders in Collaborative Service (LINCS) Program Expansion

DEADLINE May 13, 2016

SELECTION May 25, 2016

PURPOSE: LINCS is one of our most valued student programs that has been in existence since 2003. Funded by the Frueauf Foundation through the Kernodle Center for Service Learning and Community Engagement (KCSLCE), the LINCS student leadership program seeks to understand a community agency’s assets and needs that deepen the community-campus partnership. This understanding can come in many forms such as attending board and staff meetings to participating in direct service, so that the LINCS student can advocate for the agency and plan strategic ways of linking the agency to the university. The LINCS Student Coordinator Role is to provide support for Elon University students serving at their site as well as supporting the partnership between the University and the community. LINCS students will help manage volunteer coordination, training, scheduling and communication with Elon Volunteers!, the Kernodle Center for Service Learning and Community Engagement, and Elon University. The agency-based staff will work to enhance the quality, quantity and depth of the Kernodle Center and academic service learning programs. LINCS will also provide a strong, reliable, direct community-campus link housed within the community agencies, rather than from a more remote campus location.

The KCSLCE recruits and screens potential students and recommends students for final hiring by the organization. LINCS are paid through the KCSLCE. Currently, eight organizations host a LINCS student. They include: Allied Churches, Family Abuse Services, The Salvation Army, Burlington Housing Authority After-school program, The Salvation Army Boys and Girls Club, Positive Attitude Youth Center, Kopper Top Life Learning Center and Cummings High Shool. Student Responsibilities begin the first day of class and continue through Reading Day (the day before exams begin). January activities are not required, but encouraged on a volunteer basis.

LINCS Students will:

- Advertise and recruit student volunteers for one community organization.
- Supervise service hours and schedule students from academic service-learning courses, student organizations, student life departments, service events and programs, and others.
- Coordinate and conduct on-site orientation and training for student volunteers.
- Serve as a point of contact for student volunteers and faculty.
- Provide direct service to the organization.
- Lead preparation and reflection sessions when possible.
- Participate in the agency’s staff meetings and board meetings when possible.
Work on special projects as directed by site supervisors.
Seek to enhance the relationship of the organization to Elon University through collaboration, recruitment and resource development.
Receive KCSLCE support and payment.

LINCS Organizations will:

- Provide mentorship and role modeling for students
- Be able to attend One Annual LINCS Supervisors mid-year Check-in and two annual Networking lunches, hosted by the KCSLCE.
- Use CourseLink to request a connection with two Academic Service-Learning Courses each semester. (see www.elon.edu/courselink)
- Make available opportunities that help to fulfill the student’s role
- Help students develop skills in the following areas: volunteer management, reflection facilitation, diversity training, leadership, and other identified areas of interest as available.
- Refrain from utilizing the LINCS program for client transportation
- Report experiences that reflect positively and/or negatively on the LINCS program.
- Receive KCSLCE support and an administrative allocation of $200 per semester.
- Be a 501(c) (3) or governmental entity located within Alamance County.
- Agree for a minimum of two academic years beginning September, 2016—May, 2018.

Proposal Submissions will address the following in no more than 2000 words:

- Include name and email of submitter and anticipated LINCS Supervisor’s name and email.
- Include physical and mailing address and phone number of the agency.
- Demonstrate a solid organizational presence with adequate staffing to support LINCS.
- Demonstrate a proficient written understanding that connects student community experiences to engaged/ service learning.
- Validate previous experiences in partnering with one or more Elon University Academic Service-Learning courses within the past two years.
- Demonstrate existing or newly created efforts that will increase Elon student participation through volunteer service and Academic Service-Learning.
- Offer specific ideas for both on-going service experiences for individuals and consider how the organization may provide (possibly in collaboration with another organization) opportunities to host student groups of 30 or more at least once per year.
- Reflect previous experience in hosting two or more events that engaged student volunteers from Elon University within the past two years.

Submit applications and questions to Tammy Cobb (tcobb@elon.edu) for review by the selection committee. All requests will receive notification on May 25, 2016.