Bonner Program Handout
Summer Placement

Summer Service: Structure

Summer placements are:

- **Full-time** for at least **seven (7) weeks**
- **280 hours** (300 hrs for AmeriCorps)
- Include **financial compensation** (stipend, Education Award, etc.)

Summer Service: What it Means to the Student

- **Bonner Scholars:** Required to do at least two Summers of Service
- **Bonner Leaders:** Summer of Service strongly encouraged (some programs require)

First Summer	Close to home or school, commuting to familiar site
Second Summer	More intensive, perhaps living in a new area
Third Summer	Making career connections, potentially going abroad

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Summer Service: How it Fits in to the Student Development Model

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Continuing service and development **beyond school year**

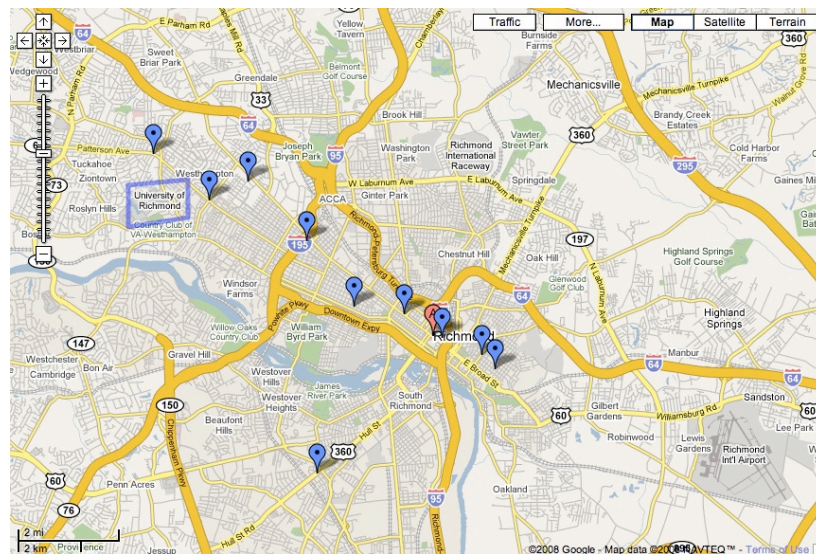Serving in a **full-time capacity**

Skill-building

- *Personal*: Reflection, Goal Setting, Time Management
- *Leadership*: Working with Diverse Groups, Teamwork
- *Professional*: Networking, Resumé-Building, Career Planning

Summer Service: Potential for Life-Changing Experience

- Local, national, & international experiences
- Networking
- Career-building
- Skill-building

Summer Service: Univ. of Richmond Summer Service

A summer placement program that provides breadth and depth:

Summary Service: To-Do List & Timeline

Jan/Feb	• Summer Service Packet handed out; Bonners research on site options, discuss interests in one-on-one meetings
March/Apr	• Summer Service Application due
	• Bonner Coordinator contacts summer service sites to confirm placement
May	• Bonner Scholar Summer Earning Stipends disbursed
June	• Summer CLAs due
August	• Summer Hour Logs/Site Evaluations due
September	• Bonner Scholar Summer Service Earning Stipends disbursed
	• Discuss summer service experience in first class or monthly meeting
	• Add new service sites and student reflections to the Summer Service Binder

Summer Service: Sample Forms

Site Approval Form
- *Part I:* Summer Service Information Sheet
- *Part II:* Summer Site Validation Checklist
- *Part III:* Summer Service Placement Application

Site Evaluation Form

Reflection Guide

Summer Service: Reflection & Sharing Back on Campus

Reflections based on meeting type:

- **All-Bonner:** bridging summer service experiences with advocacy and awareness in campus and community
- **Class-Based:** conversations relative to their place in the student development model
- **One-on-One:** mapping out how to connect their summer service to their traditional service site and relevant training & enrichment opportunities

Summer Service: Resources

Bonner Partners Database   http://www.bonner.org/campus/partners/partners_searchform.tml

Idealist.org Internship Database & Resources http://www.idealist.org

Your Own Campus Career Center

Summer Service: Meet some students

"I have been teaching English classes, working on a micro-enterprise of jewelry and jam with some of the mothers of the students and also, am now focusing on creating advertising materials for the organization. It has been an incredible experience and I will always remember the children and women I have worked with this summer."

Service Site: Mil Solidarios; Asunción, Paraguay

Kate Simma
Bonner Scholar
University of Richmond, 2009
Hometown: Austin, TX

Below is a list of deadlines for information required about your summer service. <u>Failure to submit information by the due dates listed will result in forfeiture of the Summer Earnings or Summer Living Stipend.</u>

The Bonner Scholar Program anticipates that you will complete the 280 minimum hour requirement through *one organization*. If, under some special circumstance, you feel that you will need to work with more than one organization to complete the requirement, you MUST speak to your Bonner advisor for approval.

<u>SUMMER SERVICE FORM DEADLINE</u>

Monday, March 24   Summer Service Form due with Proposed Budget

Monday, March 24   Application for Additional Summer
                         Living Allowance (**CLASS OF 2009 ONLY**)

<u>PAPERWORK DEADLINES</u>

Tuesday, July 1, 2008   Signed copies of the CLA (Community Learning Agreement) must be received by 4pm on July 1, 2008. Mailed forms should be postmarked by June 29, 2008. **(Please note that you must start your CLA prior to entering any hours in BWBRS.)**

Friday, August 15, 2008   Time Logs for all Summer Service Hours are due *WITH SIGNATURES AND HONOR PLEDGE* by 5 pm. Mailed forms should be postmarked by August 13, 2008. **Scholars who submit late hour logs will result in forfeiture of the summer earning and/or living stipend.**

Friday, August 15 2008   Summer Agency Evaluation Due

<u>EXPECTED PAYMENT DATES</u>

Friday, May 16, 2008   Summer Living/Travel Stipend

Friday, September 5, 2008   Summer Earning Stipend

PLEASE KEEP THIS COVER PAGE FOR YOUR REFERENCE.

Bonner Office Fax Number: (123) 456-7891
Bonner Address: Attn: Bonner Coordinator
                              Bonner Scholars Office
                              123 College Way
                              Anytown, USA 12345

How to Find a Bonner Summer Service experience

The Bonner Scholars Program has compiled a Summer Service Information binder, with listings of over 100 Bonner-approved summer service organizations with which you can partner. There is a broad range, covering many continents and cultures, as well as many focus areas. The binder will be available for use in the Bonner office during regular business hours (M-F, 8:30 – 5).

Bonner Scholars Program
Checklist for Validating a Program

You may opt to choose an organization not listed in the Summer Service Information binder. However, in choosing an organization from the Internet, the Bonner staff cannot ensure the safety or trustworthiness of the organization.

The checklist below will ensure the validity of the non Bonner-approved organizations. If more than 2 or 3 of these are not true, then the program may not be as official as it seems. Utilizing programs that meet the requirements below will ensure you a safe experience with a trustworthy organization. The Bonner staff anticipates you will utilize this checklist and will not approve a site that does not a minimum of 6 of the criteria below.

___ A clear, well-designed (however basic) web site that has complete information and is regularly updated. It doesn't have to be fancy or cutting-edge, but it does have to be professional-looking, ideally with NO popup ads.

___ Look at the site's domain registration information at www.whois.net. If the site is official, the company's information should be listed as the domain owner.

___ Make sure the URL domain is correct when you visit the site. Click on any images and links to make sure you aren't redirected to a site within another domain.

___ Always look for the padlock icon. When a site is secure, you'll see a padlock in the status bar at the bottom of your browser window. Look for the lock before you enter any private information, including your password.

___ Check that there is a list of staff/faculty/program organizers, and their email addresses and phone numbers.

___ A lot of programs have a list of collaborating organizations or universities who have previously sent students on the program.

___ Make sure there is complete information on the program details (for whom would they be volunteering, for a nonprofit or other agency? where is the location of service? what are the dates, costs? is there any insurance coverage? what would be their responsibilities, etc.?).

___ Look for a reference from another area nonprofit or academic institution and/or former students who can confirm the program's legitimacy.

___ You should receive timely responses from the program regarding questions or concerns.

___ Google the name of the program to see whether any articles or posts have been published referring to lawsuits, credibility, etc.

SAMPLE FORM: Summer Service Placement Application
(Could be "Part III" of a Summer Service Packet)

IMPORTANT NOTE: Four (4) documents are required for disbursement of the Summer Earnings and Summer Living Stipends. Failure to submit all of the document listed below by the due dates will result in forfeiture of the Summer Earnings or Summer Living Stipend.

1. *Summer Service Form with Proposed Summer Living/Travel Budget* **- Due March 24, 2008**
2. *Signed copy of Community Learning Agreement (CLA)* **- Due July 1, 2008**
3. *Signed copy of Summer Hour Logs* **- Due August 15, 2008**
4. *Agency Evaluation* **– Due August 15, 2008**

SUMMER SERVICE FORM

STUDENT INFORMATION
(Please print clearly)

Name: _____

Summer Address (Home Address if Unknown):

_____
      Address

_____
    City   State   Zip

Cell Phone Number: _____ Home Phone Number: _____

Summer Phone Number: _____ Summer Email: _____

Will you have Internet and email access? _____Yes _____No Will you have cell phone access? _____Yes _____No

Is this your first summer of service? _____Yes _____No

What dates do you plan to do service? _____To _____From

SUMMER SERVICE SITE INFORMATION
(Please print clearly)

Summer Service Agency Name: _____

Supervisor Name: _____

Supervisor's Title: _____

Agency Address:

_____

_____
    City   State   Zip

Agency Phone Number: _____ Fax: _____

Supervisor's Email Address: _____

Agency Website: _____

How did you hear about this organization? _____

If it's non-Bonner approved, have you utilized the "**Checklist for Validating a Program/Website?"** _____ Yes _____ No

Where will you stay? _____

SERVICE INFORMATION
(Please print clearly)

Description of service to be performed:

_____

_____

_____

_____

How often will you work, over how many weeks?

_____

_____

What date will you begin?

_____

SAMPLE SUMMER LIVING/TRAVEL BUDGET

Item	Description	Amount
Living	*Rent at $200 per mo x 2 mos*	*$400.00*
Travel	*Mileage (84 miles @ $.43/mile)*	*36.12*
TOTAL SUMMER LIVING / TRAVEL BUDGET REQUEST:		*$436.12*

PROPOSED SUMMER LIVING/TRAVEL BUDGET
(Please print clearly)

This stipend can support living and/or travel. (If you plan to live at home, you can still access money for travel expenses).

ITEM	DESCRIPTION	AMOUNT
TOTAL SUMMER LIVING / TRAVEL BUDGET REQUEST:		

_____

Approved by Bonner Scholars Representative   Date

Summer Service Form 2008:Aug 18, 2008

SAMPLE FORM: Site Evaluation

SUMMER SERVICE AGENCY EVALUATION 2008

Please return this form along with your signed Time Logs to [Program Coordinator] by [date]. Please complete this evaluation out in a thoughtful and thorough manner. It will be returned to you if it is completed haphazardly.

Student Name:
Agency Name:
Supervisor's Name:

What did your average day at the site look like?

Was the experience what you anticipated? How did it match or what was different?

What did you personally learn about yourself and the surrounding community from serving at this site?

What do you think you contributed to this site (i.e. what is your legacy at the site)?

Did you receive adequate support from your site and site supervisor? Please explain the successes and challenges of your relationship.

Would you recommend this site as a potential Bonner Partner for summer service (meaning that Bonner students would consistently volunteer there for summer service)? Why or why not?

SUMMER SERVICE PERSONAL REFLECTION 2008

Please read over these questions and ask yourself what you may have gained from your summer service and what you could contribute to our Bonner community as a result of your experience. You may share your reflections at your next class meeting, scheduled for [date].

What experiences were most memorable?

What was most challenging? Inspiring?

What issues did your site face? How had these issues come to be and how did your site address them?

What policy connections can be made with the issues your site addressed? What could your role be in changing or affecting these policies?

What could other Bonners learn from your experience?

What groups or individuals on campus could help you connect your service to advocacy and awareness opportunities for the campus and community?