

**WARTBURG COLLEGE SERVICE PROPOSAL  
THE RESIDENCE  
2009-2010**

Thank you for your interest in living in the Residence. The Residence is a living and learning environment in which residents come together as a community of scholars, living within a social framework that provides for both personal and social awareness. The "24 hour quiet" policy ensures the environment is conducive to academic success and to the completion of the service projects.

The primary goal of the service projects is to work as a group to identify and meet a need in the community. It is strongly encouraged to meet with Daniel Kittle, Community Partnerships Coordinator or Renee Sedlacek, Community Service Associate in the Center for Community Engagement before contacting any members of the community or handing in your application. They can aid in your preparation of the application and help you to develop a more complete proposal. In addition, I am very willing to meet with any group during the process to provide feedback and answer questions.

The service projects must be developed with the intention that all members of the group participate in the planning and implementation of programs and events. The project should begin at the start of Fall Term and run for the entire academic year. Each group member will be expected to spend 6-10 hours each month doing service. Responsibilities of each group member should be addressed in the proposal to explain how that requirement will be met.

In addition to hour logs, there will also be a reflection component in the form of group discussion or writing. The purpose of the reflection is to give residents the opportunity to discuss their projects with one another, to think about how their service experience connects to their vocation and/or coursework, and to reflect on the complexity of the issue their project addresses.

Each group must have an advisor who is a member of the Wartburg College faculty or staff. The advisors should have frequent contact with members of the group throughout the year. The role of the advisors can be determined by the group, but should include an understanding of, and an active role in, the group's activities and be outlined in your proposal.

Each group must also designate one member to be the suite representative. The role of this person is simply to be the suite member who receives information directly by mail or phone, and to provide information to the rest of the suite members. The suite representative will meet with the Residential Life Service Coordinator one time each month.

In order to keep the Residence and campus community well informed, it is important to publicize particular events and projects throughout the year. A year-end presentation will allow groups to showcase their project.

Proposals are due by 4pm on Friday, March 13<sup>th</sup> and should be submitted via e-mail to [emily.nelson@wartburg.edu](mailto:emily.nelson@wartburg.edu). A committee made up of students, faculty, and staff will evaluate the proposals. They will look for proposals that are well-written, thought-out, and include complete descriptions of the project. Detailed plans will be helpful in determining which projects might have the greatest success. If you are returning to the Residence, think about how you can improve your project, i.e. evaluation of the project, how your suite might assess the progress of the project last year to this year, etc.

Decisions about which groups have been selected for the Residence will be made by Friday, March 27<sup>th</sup> and distributed to the suite representative's campus box. Groups not selected will still have an opportunity to go through the regular room draw process. If you have any questions, please do not hesitate to contact me via e-mail or by phone at x8319.

Thank you for your time and interest.  
Good luck!

Emily Nelson  
Residential Life Service Coordinator

## **SERVICE PROPOSAL GUIDELINES 2009-2010**

Your proposal should be three to six pages with an additional cover page. Please use each of the questions as a heading to your response. This will help when referring back to the proposal during the selection process, as well as throughout the year.

Cover Page:

- The title of your project or the organization you will be serving
- The names of your group members with your suite representative identified
- The name of your advisor

Proposal: (three to six pages)

- What need have you identified in the community, and how did you discover that need?
- What is your service project? How will you fulfill the need you identified? (Be as detailed as possible)
- What specific role will each member of your group play in the project?
- How will the project benefit the community?
- How will your group benefit from the project?
- How will your group measure its success?
- Who will be your advisor and what will that role be?
- Include a tentative schedule of your project with any programs or events that your group will sponsor or present

Additionally, if you are renewing your project:

- What have you learned this year as a suite?
- How are you going to build upon that experience?
- How have you grown as individuals through this experience?

**Please return via e-mail to  
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by 4pm on Friday, March 13<sup>th</sup>**