

CED Service-Learning Proposal Guide

1. Discuss the community's needs and the learning objectives of your course to agree on how a service-learning project may be mutually beneficial. It is helpful to have a questionnaire that can be emailed or used as a conversation guide. An example is provided here: [Questionnaire](#)
2. Talk with your community partner about funding needed for your project. Ask if they can cover travel and printing costs so that this expense isn't a burden passed along to students. It is also ideal for the community partner to feed the student team if they come to visit during mealtimes. Plus, sharing a meal is a great fellowship opportunity for students to learn more about the community/organization their project is serving.

Here's some amounts to consider as you are discussing budget needs:

- UGA vans: \$250-500+
See [Vehicle Rental calculator](#) to estimate exact needs. If your community partner cannot cover these costs, there are [\\$500 transportation mini-grants](#) available from the UGA Office of Service-Learning. Also, the CED Excellence Fund might be a good source for service-learning travel funds – donors like to see their gifts applied to engaging student experiences!
 - Supplies: \$100-200
CCDP has meeting supplies that students are welcome to borrow, such as Post-it notes, pens, index cards, sticky dots, flip charts and stands, etc. However, anything the students might need beyond what they already have for in-class use could be requested.
 - Printing: Printing/plotting costs = \$300-1000
CED Large-format color printing on standard 24# bond is \$2 / sq.ft., b/w is \$0.50 / sq.ft. ARCH D would be \$12 and \$3 respectively. CED bills projects at half the student rate to cover expenses. Full-color charrette project report booklets have been \$500-900 at Bulldog Print & Design; factor shipping costs.
 - Graduate Assistant: \$7000 per semester
Spring 2025 rates, including insurance. Rates go up each summer. Confirm with CED Business office
 - Hourly student: Calculate (\$12-15 hr x ____ hrs/wk) x ____ weeks.
20hr/wk max if enrolled in any courses; 40hr/wk max if not enrolled.
2. Use a Scope of Services document to clarify the work the class will undertake, the expected deliverables, and what you will need from your community partner. This helps ensure that expectations are clear at the project outset by having it detailed in writing. It can be as simple as an email, but more complex municipal projects may warrant a more formal document. Example available here: [Scope of Services template](#)
 3. Complete a PSO Agreement (contract). Faculty can work with the CED Business office to set up a project account by which project charges can be applied. UGA's Sponsored Programs Administration (SPA) has a streamlined process for outreach projects with budgets less than \$15,000 and a duration of 3- 9 months. Use the PSO Agreement as the contract for the Partner to sign and submit to the CED Business office. Attach a simple budget that indicates the categories being covered, including items and amounts. This ensures the project can be coded correctly in the SPA system in anticipation of charges that will be placed on it. For example, if the project isn't coded for food, any food-related expenses get kicked back and delays reimbursement. The PSO Agreement is here: [PSO Agreement Template](#)