

UC Santa Barbara  
Policies  
Issuing Unit: Student Affairs

Policy 4000

Date: February 1, 1985

#### COMMUNITY SERVICE PROJECTS

##### I. REFERENCES:

- A. Vice President McCorkle's memorandum of January 24, 1973, presenting Guidelines for Community Service Projects.
- B. Chancellor Cheadle's delegation of authority to Vice Chancellor, Student Affairs, re Community Service Projects, dated June 7, 1971.

##### II. POLICY:

###### A. Use of Funds:

Allocations for Community Services will support the establishment of offices and programs for the design, development, and coordination of student volunteer work in local human and social service agencies, including hospitals, local government, prisons, social welfare agencies, and tutorial programs.

1. Projects shall be those developed and maintained by the campus; grants shall not be made to outside agencies. The Community Affairs Board of the Associated Students, UCSB, shall be considered the agency eligible to receive Community Services Project funds.
2. Funds may be provided for establishing offices including such items as salaries for office staff, supplies, and transportation of student volunteer workers. Conditions for hiring personnel shall be as follows:
  - a. Personnel shall be hired only in an office administration or training capacity; funds will not be used to pay student-volunteers for their services.
  - b. Personnel hired under Community Service Projects funds will be UCSB/University employees subject to standard University personnel procedures. Any alternative to this must be worked out with the approval of the Assistant Vice Chancellor, Staff Personnel.
3. All groups requesting such funds must meet Community Affairs Board funding request policies, which include a requirement of active participation in CAB for a specified number of quarters prior to a submittal for funds. These policies shall be established by the CAB Coordinating Board and will be on file in the CAB Office.

###### B. Funding Resources:

1. University Registration Fee Funds. Allocations from University Registration Fees, as determined by the Chancellor, will

be made to support Community Service Projects.

2. Matching Funds. For every two dollars of University Registration Fee Funds which are budgeted for Community Service Projects, one dollar will be provided from ASUCSB fees, alumni gifts, local foundations, private gifts, or other sources as available.

C. Project Evaluation:

Projects will be evaluated according to procedures and goals established each year by each project. In addition to service to the community, opportunities for student-volunteer work will also serve as criteria for evaluation. Staff and student personnel of the Community Service Projects will prepare a report each Fall which evaluates that year's program.

FUNDING AND ADMINISTERING  
COMMUNITY SERVICE PROJECTS

I. PURPOSE AND SCOPE:

This procedure establishes guidelines with regard to annual submittal, evaluation, approval, and implementation of funding of Community Service Projects through allocations from University Registration Fees, in accordance with Policy 4000.

II. REFERENCES:

- A. UCSB Policies Manual, Policy 4000, Community Service Projects.
- B. Vice President McCorkle's memorandum of January 24, 1973, presenting Guidelines for Community Service Projects.

III. PROCEDURE:

A. Project Requests and Evaluations:

1. Annual requests for University Registration Fees for Community Affairs Board Projects shall be submitted to the Vice Chancellor, Student Affairs, in the campus budget process by the Community Affairs Board of the Associated Students, UCSB, via the Executive Director, ASUCSB. Requests should include the following information:
  - a. Brief description and justification of project.
  - b. Statement of goals and objectives.
  - c. Statement of standards of measurement to be used in evaluating the project.
  - d. Proposed period of operation.
  - e. Expected number of participants and a rough

- indication of time commitments per student-volunteer (e.g., hours/week, etc.)
- f. Expected number of persons to be served.
  - g. Statement of relationship of new program to existing campus or community programs; if formal arrangements are made with such groups, a copy of the written agreement, signed by the Executive Director, ASUCSB, should be included.
  - h. Projected budget, including:
    - (1) Breakdown of program costs specifying such items as transportation, publicity, educational supplies, staff costs, field trip costs, etc.
    - (2) Statement of projected income including commitments from sources of matching funds.
  - i. Statement of long-range plans for program and program financing (i.e., one year, permanent, future alternative sources of income.)
2. Fund requests for proposals which have been previously funded should include an evaluation covering the following:
    - a. Brief project justification and description.
    - b. Statement of goals and objectives.
    - c. Statements of standards of measurements.
    - d. Period of operation.
    - e. Number of participants (student volunteers, including estimate of time per volunteer, e.g., hours/week).
    - f. Number of persons served.
    - g. Evaluation.
    - h. Projected budget, including:
      - (1) Breakdown of program costs.
      - (2) Breakdown of projected income.
      - (3) Explanations of changes from previous budget, including price increases due to inflation.
  3. Projects which have received funding but which discontinue their operation either during or at the end of the year should submit a brief evaluative statement including an indication as to why the project was discontinued. Funds remaining would be returned to the Community Affairs Board for reallocation (see paragraph C.3 below).
  4. The Community Affairs Board will be notified when one-time

Registration Fee funds become available to the campus. Request(s) for one-time (non-recurring) need will then be submitted to the Vice Chancellor, Student Affairs, according to instructions issued, by the Community Affairs Board of the ASUCSB. The request should contain details regarding the stated need and the amount requested.

B. Review Processor Requests:

All funding requests for Registration Fees for Community Service Projects will be submitted in the campus budget process to the Vice Chancellor, Student Affairs, by the Community Affairs Board. A corresponding request for matching Associated Students funds will be submitted by the Community Affairs Board to the A.S. Legislative Council. Such submittals will be prepared by CAB in consultation with the Executive Director, ASUCSB. All groups requesting such funds must meet Community Affairs Board funding request policies, which include a requirement of active participation in CAB for a specified number of quarters prior to a submittal for funds. These policies shall be established by the CAB Coordinating Board and will be on file in the CAB Office.

C. Administration of Funds:

1. Following approval by the Chancellor and by Legislative Council, the funds will be administered by the A.S. Accounting Office under the supervision of the Executive Director, ASUCSB. An official copy of the approved budget will be sent to the Executive Director, ASUCSB, and A.S. Accounting Office by the Vice Chancellor, Student Affairs. The Executive Director, ASUCSB, will verify by memo to the Vice Chancellor, Student Affairs, when the matching funds have been committed by Legislative Council.
2. Once availability of both Registration Fees and matching funds has been guaranteed, the Associated Students will issue a letter to the Vice Chancellor, Student Affairs, with copies to the UCSB Accounting Office.
3. After the original budget has been approved by Legislative Council and the Chancellor, transfers between approved projects must be approved by Legislative Council.

Please direct questions about these policies to [Meta.Clow@vcadmin.ucsb.edu](mailto:Meta.Clow@vcadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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