GUIDELINES

2016 President’s Higher Education Community Service Honor Roll

*Reporting Period: July 1, 2014-June 30, 2015*

Please submit all of your information to aea@creighton.edu by Tuesday, March 1st. Should you have questions, please contact Michele King at mking@creighton.edu or at 402.280.3036. If you wish to meet to discuss this report, please contact Mary Ann directly at maddam@creighton.edu or 402.280.2535.

The President's Higher Education Community Service Honor Roll, launched in 2006, annually highlights the role colleges and universities play in solving community problems and placing more students on a lifelong path of civic engagement by recognizing institutions that achieve meaningful, measureable outcomes in the communities they serve. The President's Honor Roll increases the public's awareness of the contributions that colleges and their students make to local communities and the nation as a whole. President Obama has pledged to make service a central cause of his administration and wishes to commemorate the significant role that higher education institutions, their students, staff, and faculty play in helping to solve pressing social problems in the nation's communities.

CNCS oversees the Honor Roll in collaboration with the Department of Education, Department of Housing Urban Development, Campus Compact, and the American Council on Education. Honorees are chosen based on a series of selection factors including scope and innovation of service projects, percentage of student participation in service activities, incentives for service, and the extent to which the school offers academic service-learning courses.

The 2016 President's Higher Education Honor Roll Competition

Applications for the 2016 competition will be accepted in up to four categories:

- **General Community Service** recognizes the quality of, quantity of, and commitment to community service initiatives at a college or university. This category will reflect the best practices of community service and service learning, such as long-term campus-community partnerships and measurable community outcomes as a result of the service.

- **Special Focus Area**, which recognizes exemplary initiatives aligned with President Obama’s education and innovation priorities. New this year, the special focus area includes three new categories in addition to the General Community Service category: (1) Interfaith Community Service; (2) Economic Opportunity; and (3) Education.

The institution may elect to apply under one or all four categories. **Regardless of category, it is important to highlight the qualitative impact that your service programs have had on the community in addition to the quantitative data, such as the number of volunteers and the number of hours served.**

**Definitions:**

- **Community service** means activities designed to improve the quality of life of off-campus community residents, particularly low-income individuals. **Community service activities may include but are not limited to: academic service learning, co-curricular service-learning (not part of an academic course but utilizing service-learning elements) and other co-curricular student volunteer activities, as well as Work-Study community service and paid community service internships.** Community service includes both direct service to citizens (e.g., serving food to the needy) and indirect service (e.g., assessing community nutrition needs or managing a food bank).

- **Interfaith and Community Service Campus Challenge** involves people from different religious and non-religious backgrounds tackling community challenges together—for example, Protestants, Catholics, Hindus, Jews and Muslims and non-believers—building a Habitat for Humanity house together.

- **Academic service-learning** means: service that is integrated with academic course content. It may involve direct or indirect service and may include academic research.

**CNCS programs** include: AmeriCorps*VISTA, AmeriCorps*State and National, AmeriCorps*NCCC, Learn and Serve America, and Senior Corps.
COMPLETION OF FORM
by Section
Reporting Period: July 1, 2013-June 30, 2014

Please submit all of your information to Michele King by Early March 2016

Everyone should complete Section I and all are encouraged to submit nominations for Section II.

- **Application - Section I – Required Information:** Specifically, General Community Service: Required data on number of students participating in academic and other forms of service for both general service; Institutional Support for Service; Government Supports for Service;

- **Application - Section I – Optional Information:** Special Focus Areas: Any subset of that data captured in the that includes information on programs involved with Economic Opportunity, Education, and Interfaith and Community Service;

- **General Project Nomination Application - Section II** - Creighton is allowed to nominate/recognize 3 general community service programs that best represent our institutional focus/values—I would encourage you to identify programs for these narratives by either forwarding the requirements to the program director OR sending me a note and I'll follow up with them individually; and details as to the format and focus of each narrative is on pp. 4.

DATA TEMPLATE
(Recommended to Record and Report Student Data)

- **Data Template** –New this year is the request for student netID and college association data. The collection of President’s Honor Roll data has grown over the years, as has the University’s implementation and incorporation of service-learning into our curricular and co-curricular areas. It has become necessary for our internal record keeping and reporting to now include both the student netID and school affiliation. To aid you in your data collection/submission, a data template has been designed to assist you recording the necessary institutional data needed. (NOTE: all information is confidential.) Next year, the completion of the template will be required.
  - Recommend template
  - Co-Curricular template example
  - Curricular template example

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