

# **PAY IT FORWARD: STRENGTHENING COMMUNITIES THROUGH STUDENT-LED PHILANTHROPY**

## *Request for Proposals*

*Learn and Serve \* Ohio Campus Compact \*  
Kentucky Campus Compact \* Michigan Campus Compact*

### **2010 MINI-GRANT CAMPUS APPLICATION**

***Application deadline: February 5, 2010***

The *Pay it Forward* grant for student philanthropy helps students learn how to be engaged citizens and to understand the important role philanthropy plays in the health of our communities, of our nation and of the world. Campuses will be selected to participate in the Pay it Forward student philanthropy initiative based on the application process outlined in this document.

Funding for *Pay it Forward* is made possible through The Corporation for National and Community Service (Learn and Serve America Higher Education.) The Corporation for National and Community Service improves lives, strengthens communities, and fosters civic engagement through service and volunteering. The Corporation is the nation's largest grantmaker supporting service and volunteering. Through Senior Corps, AmeriCorps, and Learn and Serve America programs, the corporation provides opportunities for Americans of all ages and backgrounds to serve their country and their community while addressing critical community needs. Learn and Serve America provides support to schools, higher education institutions and community-based organizations, that engage students, their teachers, and others in service-learning. For more information, please visit: <http://www.nationalservice.gov>.

Administrative support for *Pay it Forward* is provided by the Kentucky Campus Compact, the Michigan Campus Compact, and the Ohio Campus Compact.



## **PAY IT FORWARD OVERVIEW**

The ***Pay it Forward: Strengthening Communities through Student-Led Philanthropy*** grant will address critical economic needs in communities through student-led grant making and volunteerism. This project will focus efforts in three needs areas: *children and youth programs; neighborhood development and revitalization; and hunger, homelessness and health issues*. The purpose of this initiative is to develop a new generation of philanthropists through a course-based service-learning environment that engages college students in hands on philanthropy, grant-making, and service while providing community nonprofits with much needed assistance in the current deflated economic environment.

## **PROJECT GOALS**

- *Award charitable dollars to worthy non-profit organizations with strong proposals that address immediate economic needs.*
- *Build stronger communities through a skill based volunteer force that contributes both hours served and financial resources.*
- *Provide students with the intellectual knowledge and practical experiences needed to manage philanthropic funding, including skills such as conducting needs assessments, establishing funding criteria, researching local nonprofits, interviewing community members, and developing writing, decision-making, accounting, and evaluation skills.*
- *Engage students and faculty with different communities in order to promote understanding and connectedness.*
- *Serve as a model for passing along the practice and knowledge of philanthropy and volunteerism to younger generations.*

The student learning will occur within a credit bearing academic course, consistent with the course content and goals. As a course-based component, the ideology of philanthropy is experienced in real time meeting real needs. The grant making, research, volunteering, and advocacy are all student led. The intent is to have the study of philanthropy embedded in courses across the curriculum in diverse disciplines. In alignment with the course objectives, philanthropy topics could include community needs assessment, establishing funding criteria, data gathering, interviewing techniques, and outcome assessment. Students will be engaged in a way that allows them to build the capacity of local community organizations that have a direct impact on the economic crises that are plaguing communities. The ultimate goal is to grant funds to support non-profit organizations that are addressing community needs.

## **ELIGIBILITY**

Higher education institutions that are members of Ohio Campus Compact, Kentucky Campus Compact, or Michigan Campus Compact are eligible to apply. Interested institutions must develop a campus leadership team (see ***Appendix B***) comprised of a campus liaison, a development officer, a community liaison, and participating faculty as part of the application process. Institutions are encouraged to incorporate courses from all disciplines and professional schools. Both graduate and undergraduate courses are eligible for inclusion. The ***Pay it Forward*** student philanthropy grant will fund approximately 54 philanthropy courses at institutions of higher education in Ohio, Kentucky, and Michigan each year. Each applicant institution for the ***Pay it Forward*** grant can apply for funding to support up to 4 courses per year on its campus.

## **DESCRIPTION OF MINI-GRANT/FINANCIAL SUPPORT**

***Pay it Forward*** mini-grants will fund the development and implementation of course-based service-learning that engages college students in the study of philanthropy. Selected campuses will receive \$5,000 for each awarded course. \$4,500 of the grant must be invested in local non-profit 501(c)(3) agencies through a mini-grant process at the determination of the students in the course while the remaining \$500 will be used to support course activities related to the project. Campuses are prohibited to use the \$500 dollars as a faculty stipend. Each selected campus will also receive \$500 dollars to be used for campus technical support. These are reimbursement grants. Approved expenditures will be reimbursed according to a schedule designated by KyCC, MCC, and OCC. Additional guidelines will be given to selected institutions.

Additionally, chosen institutions agree to work toward creating a sustainable philanthropy program. Campuses are renewable for up to three years pending successful completion of all grant requirements and yearly funding

from the Corporation for National and Community Service (CNCS). Selected campuses will be funded at 100% (\$5000) for the first year. Institutions applying for renewed funding are eligible for 100% of the initial award in year two and 50% in year three. All funds awarded require a 100% match of cash or in-kind support. More information regarding tracking the match will be provided to awarded institutions.

### **APPLICATION DEADLINE**

Applications for summer/fall 2010 must be received by your state Campus Compact office (KyCC, MCC, OCC) no later than **5:00 PM on Friday, February 5, 2010**. Campuses who wish to include fall/winter 2010 courses at this time are permitted to do so. However, an additional application process will take place in spring 2010 for the 2010-2011 academic year. Applications can be sent by email or through the mail. Campuses are encouraged to submit applications electronically via email attachments. Applications will not receive any preference in selection based on the type of submission.

### **APPLICATION AND SELECTION PROCESS**

To be considered for funding, proposals must be received by the time and date stated above. Campuses will be selected competitively based on specific criteria (see *Appendix A*). Grants are renewable for up to three years, ending spring term 2012, pending continued funding and successful completion of all requirements. Applications from each state will be peer reviewed by an advisory committee in that state. The attached criteria will be used to evaluate the applications. These state recommendations will be sent to a tri-state review committee that includes individuals representing KyCC, MCC, and OCC. Decisions of the review committee are final and not subject to appeal. Applicants receiving funding will be notified of award by March 5, 2010.

### **APPLICATION GUIDELINES**

All proposals must be typewritten. A complete application consists of the following six elements:

1. Title page/application page (attached);
2. Description of the campus leadership team that will support this initiative;
3. Abstract;
4. Narrative responding to the questions outlined below;
5. Letter of endorsement signed by the President of the applying institution; and
6. Faculty statement describing each proposed course with an accompanying syllabi.

Each of these elements and the prescribed format of the application are described in more detail below. Additional materials should not be submitted and will not be forwarded to review committees.

### **TIMELINE**

|                          |   |
|--------------------------|---|
| Friday, February 5, 2010 | Request for Proposal Application deadline     |
| Friday, March 5, 2009    | Announcement of selected courses/institutions |
| TBD                      | Training for Campus Teams                     |
| Summer/Fall Terms 2010   | Faculty begin to conduct philanthropy courses |

### **CONTACTS/APPLICATION SUBMISSION**

KENTUCKY CAMPUS COMPACT  
Gayle Hilleke  
Founders Hall 536, Nunn Drive  
Highland Heights, KY 41099  
Ph: 859-572-7634  
[Hillekeg1@nku.edu](mailto:Hillekeg1@nku.edu)

MICHIGAN CAMPUS COMPACT  
Michelle Snitgen  
1048 Pierpont, Suite 3  
Lansing, MI 48911  
Ph: 517-492-2439  
[msnitgen@micampuscompact.org](mailto:msnitgen@micampuscompact.org)

OHIO CAMPUS COMPACT  
Kirsten Fox  
631 N. Pearl Street  
Granville, OH 43023  
Ph: 740-587-8653  
[occf@alink.com](mailto:occf@alink.com)

*Please contact the Campus Compact representative in your state with any questions about this initiative. Please submit your completed RFP to your state Compact by 5:00 PM on Friday, February 5 via mail or electronically.*

**PAY IT FORWARD:**  
**STRENGTHENING COMMUNITIES THROUGH STUDENT-LED PHILANTHROPY**  
*Campus Grant Application*

**PART 1: APPLICATION/TITLE PAGE** *(Page 1 of 2)*

Institution Name: \_\_\_\_\_

Legal/Fiscal Applicant: \_\_\_\_\_  
*(Office)*

Contact Person Name: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CAMPUS LEADERSHIP TEAM**

Campus Liaison: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Development Officer: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Community Liaison: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ADDITIONAL FACULTY FOR CAMPUS LEADERSHIP TEAM** *(If Applicable)*

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**COURSES**

Total number of philanthropy courses requested per year\*\*: \_\_\_\_\_  
*(maximum of four per year)*

|                    |             |
|--------------------|-------------|
| Course Name: _____ | Term: _____ |
| Course Name: _____ | Term: _____ |
| Course Name: _____ | Term: _____ |
| Course Name: _____ | Term: _____ |

**\*\*NOTE:** *Pay it Forward* will fund up to 54 classes each year. This RFP is primarily for Summer/Fall 2010. Campuses who wish to include fall/winter 2010 courses at this time are permitted to do so. However, an additional application process will take place in spring 2010 for the 2010-2011 academic year. Additionally, if your campus has more than 4 courses interested in participating in **Pay it Forward**, you are welcome to include them on this application. However, please rank-order the classes for the selection committee. As a reminder, funding for any one institution may not exceed 4 classes per year.

**CERTIFICATION**

The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that filing of this application has been duly authorized by the governing body of the applicant and the applicant will comply with the assurances required of applicants if the assistance is approved.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(authorized representative of legal applicant)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART 2: CAMPUS LEADERSHIP TEAM**

Indicate your commitment to having the campus team engaged in this initiative. See *Appendix B* for more information regarding the campus team. Team members are expected to attend one state-wide training and at least one regional meeting associated with this project each year. Describe any additional support on your campus that would be available to this project. Please limit response to no more than **two** pages (using 12 point font and 1-inch margins.) *Please use the headings provided and respond to these elements in the order presented.*

- A. **Campus Liaison:** Name the staff member on your campus who would serve as the campus liaison for this initiative. Briefly describe their involvement with the project.
- B. **Development Officer:** Name the development staff person who will be part of the *Pay it Forward* student philanthropy team. Describe any experience he/she has had in developing funding for similar projects. Describe your institution's ability to designate giving to specific projects such as this. If you do not currently have this ability, describe how you would develop this ability during the first two years of the project. Describe any ideas you have for developing funding for this project.
- C. **Community Liaison:** Indicate the person from the community who would serve as the community liaison for this initiative. Examples of acceptable representatives include: a member from a community foundation or board, someone representing the corporate entity, a person from your local chamber of commerce, or a community volunteer. While staff from a local non-profit or other community organization is eligible to serve as the community liaison, the organization that he or she represents is not eligible to receive funding. You are encouraged to consider utilizing other community members to serve on your campus team. Please be sure to include the name of the organization that he or she represents.
- D. **Faculty Involvement:** Name the faculty who will conduct the initial philanthropy course(s) and any previous experience they have had with service-learning and/or active learning/teaching. If the faculty member has limited service-learning experience, please indicate how they will utilize other campus faculty and staff (i.e. the community service director.) Provide a brief description of how courses/faculty will be identified in the future. (Faculty can teach more than one course).

## **PART 3: ABSTRACT**

Briefly describe your campus initiative/project. If selected this will be used to describe your project, course(s), possible partnerships, and any intended outcomes on publications and promotional materials. Please double-space using 12 point font and 1-inch margins; abstract is not to exceed **one** page.

## **PART 4: NARRATIVE**

Please respond to the questions listed below in the order that they are presented. Please use the headings provided to help guide the application review team, and limit the total length of the narrative to no more than **four** pages (double-spaced, 12 point font, 1-inch margins). Please use selection criteria listed in *Appendix A* to help form the narrative.

- A. **Institutional Commitment:** Describe the institution's desire and commitment to create and *sustain* a student philanthropy initiative as a result of the seed money provided by this grant.

- B. **Institutional/Organizational Climate:** Describe the current climate of your campus concerning engaged learning and civic engagement. Please illustrate some of the activities and/or initiatives that are currently taking place at your institution.
- C. **Social Media Integration:** Meaningful online engagement can have positive effects on college students' civic knowledge as well as within our campuses and communities. Learn and Serve American encourages using technology, particularly social media, to further service goals. How will you integrate social media into your philanthropy initiative?
- D. **Timeline:** Provide a very brief timeline of when you would implement the philanthropy courses during each year. Also provide a brief timeline of development activities for this project.

## **PART 5: LETTER OF ENDORSEMENT**

A letter of endorsement must be submitted with the application. The letter should indicate that the administration is aware of and supports the efforts articulated in the proposal and is committed to institutionalizing a student philanthropy program on its campus. The institution will have the final approval in funding decisions and should communicate to faculty if there are causes that should not be funded due to incongruity with the values and goals of the institution. The Letter of Endorsement ***must*** be signed by the President of your institution.

## **PART 6: COURSE DESCRIPTIONS/FACULTY NARRATIVE**

The following section should be completed by the individual faculty member teaching the proposed course. Faculty should limit his or her response to no more than **1** (one) page per course using 12 point font and 1-inch margins. Please be sure to include the following;

1. Course name and faculty member that will conduct the philanthropy course;
2. A one-to-two sentence description of the proposed course;
3. The goals of the course;
4. How the class will integrate the concept of student philanthropy;
5. The potential service activities and their connection with the goals of the course;
6. How students will be encouraged to understand the scope of non-profits in their effort to identify potential community partners;
7. Any previous experience with service-learning and/or experiential learning and teaching; and
8. A copy of the syllabi for the proposed course. If the syllabi currently does not adequately represent the philanthropic and/or service components, or if the philanthropic and/or service components are contingent upon award money, please include an addendum as to how philanthropy and student service hours will play an integral role in the course.

*Remember that the focus of the awarded non-profits must focus on one of the following three needs areas: Children and Youth Programs; Neighborhood Development and Revitalization Efforts; and Needs related to Hunger, Homelessness and/or Health Issues.*

## **APPENDIX A - SELECTION PROCESS AND CRITERIA**

Campuses will be selected to participate in the *Pay it Forward* student philanthropy initiative based on the selection criteria below. Only completed applications received by the deadline will be reviewed.

**Institutional Commitment (25 points)** – The *Pay it Forward* student philanthropy initiative is designed to be a model of building sustainable philanthropy programs in higher education institutions. We are looking for institutions that will commit to this vision and agree to build a philanthropy project on its campus. This includes:

- Scope or reach: the number of students who will benefit; the impact of service on community.
- Broad applicability/replication: other faculty members will be able to use/apply the new materials or concepts.
- Program sustainability: institution is committed to finding funding for a sustainable philanthropy program on campus.
- Timeline: the campus has a realistic timeline for offering philanthropy courses, developing funding for the ongoing support of this initiative, and establishing a campus commitment to student-led philanthropy.

**Campus Leadership Team (20 points)** – The team is committed to working together to make this project work. They will attend trainings and meetings and help each other in the implementation of the project. A strong campus team includes the following:

*Campus Liaison:* The Campus Liaison will provide the necessary structure to ensure all parts of this project work together.

*Development Officer:* Development staff is committed to finding and/or developing funding for a sustainable philanthropy project on campus.

*Community Liaison:* Provide support and insight around campus and community partnerships, particularly around issues of philanthropy, service-learning, and civic engagement.

*Faculty Involvement:* Involved faculty have provided course descriptions outlining how concepts of philanthropy, as well as student service hours, will be integrated into the curriculum.

**Community Engagement (15 points)** – The institution has identified how students will be encouraged to establish potential community partnerships with a connectedness to the course. Keeping in mind that the awarded community organizations will be at the determination of the students in the course, the institution indicated how community partnerships will be maintained after the initial connection. Applying institutions should demonstrate how the initiative will address immediate economic needs of the community.

**Student Engagement (15 points)** – This initiative demonstrates a focus on student-led engagement and learning. Students will be provided with the intellectual knowledge and practical experiences needed to understand best practices around philanthropy. Through various activities and experiences, students will become engaged with the principles of philanthropy and feel a sense of connectedness to different communities.

**Institutional/Organizational Climate (10 points)** - This initiative fits into the climate of the institution concerning engaged learning and civic engagement. The campus has experience in these types of initiatives and/or has recently made it a priority to get involved.

**Innovation (10 points)** – This initiative incorporates new ideas that go beyond traditional expectations. Campuses have clearly defined and innovative ways of seeking faculty, courses, and potential community partners. In addition, campuses have new ideas as to how to promote *Pay it Forward* to the campus and community while also integrating technology and social media.

## APPENDIX A - SELECTION PROCESS AND CRITERIA CON'T

### Competitive Priority Review Criteria

In addition to the criteria listed above, the review committee may consider the following factors.

1. Institutional diversity –Campus Compact serves a wide variety of *types* of institutions of higher learning (two-year, four-year, public, private, faith-based, HBCU and tribal, comprehensive, technical, liberal arts, research, Extension, etc.). Consideration will be given to ensure representation from the full range of types of member institutions.
2. Course Variety – The intent is to have the study of philanthropy embedded in courses across the curriculum in a variety of disciplines. Competitive priority will be given to ensure diverse representation among *Pay it Forward* courses.

### Minimum Eligibility

In order to be eligible to participate, each campus must meet the following basic requirements:

1. Each institution must identify a campus office (legal applicant) who will manage the financial aspects of the initiative.
2. Each institution must identify a campus liaison who will provide the necessary structure to ensure all parts of this project work together. This person will be responsible for helping to manage data collection and making sure all paperwork and supporting documents are submitted on time.
3. Each institution must identify the faculty who will be teaching philanthropy courses in year one and how faculty will be selected in future
4. Each institution must identify a development staff person who will devise and implement a plan to create sustainable funding for this project.
5. The campus team must be committed to attending the required trainings and meetings.
6. The institution must agree to provide faculty with a list of initiatives that should not be funded based on institutional values and goals.
7. Each institution must agree to provide funding for this project at the conclusion of the *Pay it Forward* student philanthropy initiative, beginning fall term 2012.

### APPLICATION CHECKLIST

*Applications can be submitted electronically or via regular postal delivery. If submitting via email, please electronically scan the Letter of Endorsement and include in submission.*

- Title Page/Application Page
- Description of Campus Leadership Team
- Abstract
- Narrative
- Letter of Presidential Endorsement
- Faculty Statement and accompanying syllabi for proposed course(s)

**APPLICATION DEADLINE: 5:00PM - FRIDAY, FEBRUARY 5, 2010**

## APPENDIX B - ROLES AND RESPONSIBILITIES

### The Campus Leadership Team

A successful applicant institution will agree to have a team dedicated to this project. This team will include the campus liaison (faculty or staff), faculty who will teach the philanthropy course(s), a person from your campus development office, and a representative from the community. At a minimum, this team will attend a day-long training once each year. As a team, each member will work toward building a sustainable project at their institution and work to strategically increase awareness about the **Pay it Forward** student philanthropy initiative on campus and within the surrounding community. The campus leadership team will ensure the completion of all evaluation information, fiscal reports, and assessment and data collection (faculty, students, and community partners) in a timely fashion. Each institution that is selected for this project will conduct a celebration event at the end of each term as a way to deliver the money to the nonprofits and at the same time provide visibility to the project.

The following information outlines the roles and responsibilities of the various stakeholders in the **Pay it Forward** student philanthropy initiative. *It is very likely that a person may assume more than one of the following roles. For example, the campus liaison will often also represent the office of the legal applicant.*

### Legal Applicant/Office

*The legal applicant/office assumes all financial responsibility of the awarded funds, \$5000 per class with an additional \$500 dollars to go to the campus for support of the implementation of the project. Awarded campuses will receive a Memorandum of Agreement outlining more specific guidelines and responsibilities.*

*At a minimum, the legal applicant will be expected to:*

- Track and report on financial expenditures and match contributions through timely submission of financial forms (more information will be provided to selected **Pay it Forward** campuses.)
- Ensure campus meets basic eligibility requirements.
- Work with campus team to guarantee the completion of all evaluation information and fiscal reports.
- Be responsible for the \$500 dollars awarded to the campus/campus team for logistics and materials.

### Campus Liaison (Faculty/Staff)

*The campus liaison role will be to provide the necessary structure to ensure all parts of this project work together. This faculty or staff member will support the faculty and students and provide updates to the institution about the project. The campus liaison will be responsible for helping faculty/students identify nonprofits if needed, assisting in marketing the project on campus, serving as a consultant to students, assisting in the data collection, and following up with nonprofits after they receive funding.*

*At a minimum, the campus liaison is expected to:*

- Attend the **Pay it Forward** student philanthropy initiative one-day training.
- Provide technical assistance to faculty and development staff.
- Ensure the collection of student, faculty, and community data (both federal LASSIE data and **Pay it Forward** surveys) and delivery of data to Campus Compact program director.
- Administer the timely delivery of all evaluation information and fiscal reports to the Campus Compact program director.
- Assist faculty and students in their interactions with non-profit agencies as needed.
- Assist faculty with follow-up of non-profit agencies that received funding.
- Assist with end of semester/end of year celebration.

## **Faculty**

*The faculty role will be to integrate a philanthropy component into their academic course. Materials provided to the participating faculty include sample syllabi and a handbook with resources for both faculty and students. Students will be expected to achieve the learning goals of the course at least partially through learning and practicing the basics of philanthropy and through 15 hours of engagement in service. The professors will be responsible for having students complete a student survey to track the results of the project. Faculty will also be asked to complete a faculty survey at the end of each course and submit contact and other relevant information on funded and unfunded 501(c)(3) organizations submitting a grant application.*

*At a minimum, faculty are expected to:*

- Attend the **Pay it Forward** student philanthropy initiative one-day training.
- Incorporate a philanthropy component into an academic course.
- Provide instruction and support to students as they work on the philanthropy project.
- Ensure the distribution of \$4500 to local agencies by the students; use the additional \$500 to support the implementation of the project.
- Complete all data collection that is requested by the project.
- Support other faculty who participate in the project in subsequent semesters through activities such as serving on the application review panel, attending the information meeting to answer faculty questions, and/or providing mentoring to new faculty involved in the project.
- Provide information about the initiative whenever and to whomever possible.
- Communicate with the campus liaison about the project.

## **Development Staff**

*The development staff role will be to develop sources of funding to sustain this project after the seed money is expended. Funding for this grant will conclude spring term 2012. After this term, the institution is expected to find funding to continue a student-led philanthropy initiative. Funding could come from an external source such as a foundation or corporation or from internal funding such as designating the project for special giving from alumni. Additionally, the development officer may provide guidance and assistance as part of the leadership teams effort to properly track and record the institutional “match.”*

*At a minimum, the development staff member is expected to:*

- Attend the **Pay it Forward** student philanthropy initiative one-day training.
- Develop and implement a plan to obtain on-going funding for the project.
- If it does not currently exist, develop a system for restricted accounts within the institution’s financial system.
- Assist, as needed, with any fiscal reports, particularly the institutional match report.

## **Community Liaison**

The community liaison role is to play an important advisory role by providing a non-campus perspective in regards to philanthropy, service-learning, civic engagement, and community partnerships. This team member will be able to provide unique insight on everything from community issues, economic recovery, student engagement and service, and potential continued funding. The community liaison can represent either the non-profit or corporate sector; the goal is to increase campus/community partnerships around the **Pay it Forward** student philanthropy initiative.

*At a minimum, the community member is expected to:*

- Attend the **Pay it Forward** student philanthropy initiative one-day training.
- Communicate to community members about the initiative whenever and to whomever possible.
- Assist faculty and campus liaison with identifying potential non-profits.
- Contribute ideas to conversations surrounding program sustainability and future funding.