Sustainable Jersey - Center for Community Engaged Learning and Research Opportunity for Volunteer Services

Announcement Date: November 5, 2018
Application Closing Date: Midnight on Monday, January 14th, 2019
Notification of Selection: End of day on Friday, January 25th, 2019

Questions: Questions regarding the Sustainable Jersey-Center for Community Engaged Learning and Research for Volunteer Services opportunity should be directed to Megan Nicholson at nicholsm@tcnj.edu or Victor Diehl at 609.771.2548.

Contents

A. Background

As part of the partnership between Sustainable Jersey and the Center for Community Engaged Learning and Research (CELR Center) at The College of New Jersey, we are pleased to announce an opportunity for Sustainable Jersey communities to enlist students from The College of New Jersey to support a municipality's Green Team on a specific project that contributes to its Sustainable Jersey certification progress.

The Center for Community Engaged Learning and Research at The College of New Jersey coordinates groups of TCNJ students to fulfill a required eight-hour day of service in the community. This graduation requirement, referred to as a Community Engaged Learning (CEL) Day, is an opportunity for students to engage with community members while helping them satisfy a community-identified need.

In the past, Sustainable Jersey and the CELR Center have utilized CEL days to help municipalities achieve sustainability goals, while the students fulfill this graduation requirement. For one eight-hour day of service, including travel, lunch, labor, and pre- and post-discussions, CELR provides 10-20 college students that are able and inspired to work on sustainability projects in the community. Details will be planned with a CELR Center staff member and the municipality contact, then the day will be run by Bonner Scholars who are student leaders responsible for implementing CEL projects. Projects in the past have included building community gardens, gathering information about community resources in the town, cleaning up parks, and educating elementary students.

We are currently seeking municipalities that are interested in partnering with the CELR Center to develop one-day projects with TCNJ students. Municipalities registered with the Sustainable Jersey program and with active Green Teams are eligible to apply. Selection will be based on a number of factors, including distance to campus, scheduling availability, and the proposed projects. This application process, it is anticipated that approximately 4 to 6 municipalities will be selected.

The proposed projects for which volunteer services are requested must be related to Sustainable Jersey actions. Appropriate projects that have been done in the past include, but **are not limited to**:

- Establishing and/or maintaining Community Gardens and Rain Gardens;
- Removing invasive species from a park as part of a larger community improvement plan;
- Tree and shrub planting for reforestation and erosion control; and
- Community Asset Mapping in neighborhoods.

Applications are due by midnight on Monday, January 14, 2019. Notifications of selected municipalities will be made by Friday, January 25, 2019.

B. *Eligibility Requirements*

To be eligible to apply for Sustainable Jersey-TCNJ Bonner volunteer services, an applicant must:

- Be registered with Sustainable Jersey AND have an **active Green Team**. Sustainable Jersey Certification is not required.

C. *Use of Volunteer Services*

- **TCNJ CEL day opportunity must occur on one of the following days:**
  - Saturday, March 2nd
  - Wednesday, March 6th
  - Saturday, March 9th
  - Wednesday, March 13th
  - Wednesday, March 27th
  - Saturday, March 30th
  - Wednesday, April 3rd
  - Saturday, April 6th
  - Wednesday, April 10th
  - Saturday, April 13th
  - Wednesday, April 17th
  - Wednesday, April 24th
- TCNJ CEL day opportunity must contribute to a point-eligible Sustainable Jersey action.
- Local Green Team must arrange for any and all materials, tools, training, and management required for activity.
- TCNJ CELR Center will provide transportation to site, lunch, and supervision for TCNJ students.
- TCNJ students sign an insurance waiver before leaving campus for service sites; municipalities will not be held liable for any risks associated with the project.

D. *Project Proposal*

The Sustainable Jersey-Bonner Institute CEL Day opportunities are intended to help Green Teams and their partners make progress toward a specific Sustainable Jersey action, while providing TCNJ students

an opportunity to serve and engage with New Jersey residents and communities. The application process is intended to be simple and easy, so as not to add additional burdens to resource-scarce Green Teams.

Online applications are due January 14th, 2019 by midnight. Notification of selection will be made by Friday January 25th, 2019.

The online application includes the following information:

- **Municipality Background Information**
- **List of key project personnel**
  - Name and affiliation of people organizing the project
- **Involvement in Sustainable Jersey**
  - Certification level and active Green Team
- **Dates Available:**
  - Saturday, March 2nd
  - Wednesday, March 6th
  - Saturday, March 9th
  - Wednesday, March 13th
  - Wednesday, March 27th
  - Saturday, March 30th
  - Wednesday, April 3rd
  - Saturday, April 6th
  - Wednesday, April 10th
  - Saturday, April 13th
  - Wednesday, April 17th
  - Wednesday, April 24th
- **Project Description/Action Plan:**
  - Project title, brief description and explanation of how 15-20 TCNJ students could support your Green Team for 5-7 hours of volunteer service in achieving or making progress towards completing a Sustainable Jersey action. Describe what the students would do, who will direct them, and what skills, if any, the students will need, either beforehand or to be learned that day.
- **Project Impact:** Describe the impact of your project.
  - What will be better in your municipality as a result of the project? Will your project be a model for other communities?
  - What will the students learn through this project? How will a learning component be included in the day's activities?
- **Resource Narrative:**
  - Describe what resources will be provided to accomplish this project and how they will be acquired
  - If the proposed project will not be completed in one day, describe plans to complete the project and any additional resources being used to complete the project
- **Timelines**:
  - What are the key milestones to prepare for the one-day project?
  - What would a tentative agenda for the day look like?
- **Contact:**
  - Name and contact information to notify of selection

E. *Online Application*

Click here to access the online application. The application must be completed in one sitting. There is no capability to save it and go back later to finish. Therefore, it may be helpful to prepare your answers responding to the above points in Word or a similar program and copy your answers into the online form.

F. Selection Process

A committee of Sustainable Jersey and CELR Center staff will review the applications. All applicants will be notified of the status of their applications by January 25. **Details and logistics regarding date, time, and specific activities for successful applications will be finalized and confirmed with CELR Center staff.**

Municipalities will be selected for volunteer services based on the criteria outlined below:

- Projects more than an hour drive from TCNJ's Ewing, NJ, campus are unlikely to be awarded.
- The municipality is a Sustainable Jersey registered or certified community with an active Green Team
- The proposed project's impact on the community and on the TCNJ students
- The project team's readiness to complete the project in the required timeframe.
- Readiness refers to a clear understanding of the steps needed to prepare for the one-day activity; and
- Likelihood of success in implementing the project.
- **Note**: This application process, it is anticipated that approximately 4 to 6 municipalities will be selected.