Due: Friday of the Third Week of the Spring Semester or prior to announcing the trip as a CMSV 100 option *(whichever is earlier)*

**Service Immersion Trip Proposal (Summer 2016)**

**Trip Information**
Sponsoring Wittenberg Organization/Department ______________________________________________________________

Trip Location __________________________________________________________________________________________

Departure Date ___________________ Return Date ___________________ Cost to participate ___________________

# of Wittenberg Student Participants _________________ Student application deadline ________________________

Check below to indicate who has approved this trip:
- ☐ VP or Provost/Advisor (administrative staff/student organization)
- ☐ Department Chair (faculty)
- ☐ Field Studies Committee (credit-bearing trip)

Is the service experience an academic requirement of a course? ___yes ___no

☐ I understand that international service immersion trips must adhere to the Short-Term International Travel Policy and I have reviewed the waivers and forms that students need to fill out with Director of International Education and Study Abroad.

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<th>Title</th>
<th>Name</th>
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<td>Organization/Department</td>
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<td>Student Leader (if applicable)</td>
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**Service Information**
Name of organization where students will be completing their service:
__________________________________________________________________________________________

Please provide a brief description of the mission and purpose of this organization:
__________________________________________________________________________________________

__________________________________________________________________________________________

Name and title of contact person at the organization who will be helping to set up the service experience:
__________________________________________________________________________________________

__________________________________________________________________________________________

Email Address ___________________________(if possible)

Please explain the tasks/responsibilities of this service experience.
__________________________________________________________________________________________

__________________________________________________________________________________________

Please explain how the service experience will allow students to achieve the following learning outcomes:
- Acquire and apply skills, abilities, and knowledge to serve an organization that benefits the community.
- Gain an understanding of a community by building reciprocal relationships within a community organization.
- Develop an empathetic understanding for other people and life situations.
- Build confidence in one’s ability to contribute to the common good.
- Understand one’s responsibility to be an active citizen in society.
__________________________________________________________________________________________

__________________________________________________________________________________________
Local Engagement Experience

The CMSV 100 experience provides students the opportunity to:

Participate in a service immersion experience offered during break times that are sponsored by a Wittenberg organization. For an immersion experience to count for CMSV 100, it must also offer participants who want to use this experience to complete their community service requirement an engagement experience in the local community. CMSV 100 students who participate in the immersion experience will complete 27 hours of direct service, which includes this engagement experience in the local community (typically a minimum of 3 hours of service in most cases, and should be completed prior to the trip). The coordinator of the immersion experiences will need to work with the Director of Community Service to set-up this experience.

The local engagement experience must:
- help students understand the role and function of a non-profit in the community.
- offer students a engagement experience that reflects the type of engagement they will experience during the service immersion trip.
- provide the opportunity for participants of the trip to serve in the community together.
- have a direct service component.

Please explain what type of local engagement experience you would like to offer the participants, how it meets the local engagement experience criteria, and possible dates that would work to offer this experience.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

How do you plan on reflecting with students about their service experience?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

What additional information do we need to know?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

I have read the Service Immersion Trip Guidelines, Checklist and Important Dates, Community Service 100 and Service Immersion Trips (Summer 2016), the CMSV 100 Rights and Responsibilities of Service Immersion Trip Coordinators and Students as well as the Safety Guidelines for Students Engaging in the Community-Service Immersion Trips and fully understand and agree to them.

____________________________________________________________________________

Signature of Service Immersion Trip Coordinator                     Date

Attachments:
- Service Immersion Trip Guidelines, Checklist and Important Dates- Summer 2016
- Community Service 100 and Service Immersion Trips (Summer 2016)
- Rights and Responsibilities of Service Immersion Trip Coordinators and Students
- Safety Guidelines for Students Engaging in the Community-Service Immersion Trips

Office Use: Approved: ☐yes  ☐no  ☐Logged  ☐Copy to Wittenberg Sponsoring Organization