

## **Goals and Guidelines** **For Point Drive Eligibility at Boston College**

The point drive system is a coordinated effort by the Volunteer and Service Learning Center and Dining Services to assist service and immersion travel programs to raise funds. The following goals and guidelines constitute minimal requirements for groups seeking consideration for a point drive week.

### **GOALS OF SERVICE AND IMMERSION PROGRAMS AT BOSTON COLLEGE**

1. Each Boston College service/immersion program should be designed to provide an educational experience for students, using what is often referred to as the "action/reflection model". Programs should also be cognizant of the university's larger Jesuit mission of forming "men and women for others", attentive to the spiritual formation of students who travel to serve and learn in impoverished areas. All Boston College service/immersion programs are expected to include regular time for community building, education, and reflection. This should happen before, during, and after the trip in order to help participants process and appropriate their shared and individual experiences.
2. Those leading service/immersion programs at Boston College (faculty, staff, and student leaders) should be individuals who embody the values we are attempting to foster in student participants: a respect for the people, history, and cultures present in the countries or areas visited; a recognition of God's presence in the lives and cultures of the people we encounter; and a willingness to be challenged personally by the stories, the experiences, and the relationships that are encountered while on the trip.
3. Programs should not only encourage the growth and formation of our student participants, but should also contribute something positive toward fostering greater justice in the world. Key to this is the relationship nurtured with the host organizations and the solidarity that develops over time between Boston College and the communities visited.

### **GUIDELINES FOR SERVICE AND IMMERSION PROGRAMS AT BOSTON COLLEGE**

*The following guidelines are used by the Service and Immersion Programs Advisory Board in determining whether a service/immersion program will be eligible to raise funds via a point drive.*

1. International or domestic programs seeking point drive funding must be approved on an annual basis by the Service and Immersion Programs Advisory Board (SIPAB) under the direction of the Volunteer and Service Learning Center (VSLC). This board is chaired by the Director of the VSLC, and will be comprised of students, faculty, staff representatives from ODS, Campus Ministry, and Student Affairs. Service/immersion programs seeking a point drive must submit an application during the fall semester. All information pertaining to the program, including faculty/staff advisors and trip leaders, must be submitted at the time applications are due.

2. In order to guarantee consistency of policies and procedures, each international service/immersion program must be sponsored by a university department, and have an advisor who is a full-time staff or faculty member in that department. "Sponsorship" implies that the department has designed and approved the program, and that the department will take full responsibility for managing every aspect of the program, in accordance with all relevant university policies.
3. Each international trip will ideally have two full-time university faculty/staff members participating in every phase of the program, including team preparation before departing, full participation on the trip, and team follow-up after returning. For well-established programs there may be one full-time faculty/staff member and one graduate student attending the trip. Under no circumstances are international programs approved for travel without at least one full-time, Boston College faculty/staff person participating.
4. While encouraged to develop service/immersion programs, student clubs will not be considered eligible for a point drive. Service/immersion programs must be sponsored and managed by a university department in order to be eligible for a point drive.
5. Programs seeking point-drive funding must be open to all full-time Boston College undergraduate students, and the process for applying for the experience must be public. Any program that does not solicit participation from the general student body will not be eligible for point-drive funding. The process used for selecting students for participation must be deemed to be objective by the Service and Immersion Programs Advisory Board.
6. Due to the limited number of international service/immersion opportunities, students are not allowed to participate on more than one international service/immersion program sponsored by the university. Exceptions may be made for programs/experiences directly connected to academic programs and for students who are selected as team leaders on a second trip.
7. Students who reside in the country to be visited by a delegation are strongly discouraged from applying for that program unless they are serving as a team leader. Under no circumstances will a student be allowed to visit his/her home or family members during a service/immersion program.
8. All student participants and advisors will complete an evaluation upon completion of the program. These evaluations will be returned to the VSLC and will be reviewed by the SIPAB before approval is granted for the following year.
9. Advisors and faculty/staff trip leaders are responsible for apprising all participants of any risks inherent in the program, including recommended health immunizations, social risks, and expected standards of behavior while traveling. These issues should be outlined in writing and signed by participants. Standard forms for this will be available from the VSLC.
10. Trip advisors must submit an application in order to be considered for a point-drive, including an evaluation of the most recent trip (if an established program), general information about the host organization, statement of program

goals and objectives, description of the selection and formation process, and a detailed budget. The SIPAB will then review each program application for approval. Budgets will be reviewed and adjusted when deemed necessary for calculating an amount that can be raised via the point-drive.

11. Program advisors and team leaders are expected to prepare students adequately for the planned experience. All team members are expected to participate throughout the program. The effectiveness of this process will be assessed by the Service and Immersion Programs Advisory Board using the post-experience evaluation form.

12. Advisors and faculty/staff trip leaders are responsible for the behavior of individual team members while on the trip. Violations of behavioral contracts may jeopardize the approval of subsequent programs. Students and staff leaders are expected to exercise good judgment while abroad, observing both local laws as well as the general conduct outlined in the *Boston College Student Guide: Code of Student Conduct* and *Employee Handbook*. Special attention should be paid to nighttime safety and remaining together as a group at all times.

13. Programs awarded a point drive week will be assigned a goal amount they are eligible to raise, and are expected to work hard to raise the full amount. Any program that does not raise 85% of its goal amount will be given a "low priority" status if application is made for a point drive the following year. This status indicates that the program will be considered only after other programs in good standing are considered.

14. All service/immersion programs should be designed and conducted in a way that reflects the values and commitments of Catholic social teaching and the Jesuit tradition.

**The above Guidelines must be met to the satisfaction of the Service and Immersion Program Advisory Board before any trip will be approved for point drive funding.**

### **FUNDING GUIDELINES FOR SERVICE AND IMMERSION PROGRAMS AT BOSTON COLLEGE**

1. Each program participant is expected to assist with fundraising to cover the costs of the program. A minimum deposit of \$100.00 is expected from each participant. Special arrangements for those who cannot pay this amount will be handled by program advisors. Final fundraising strategies are to be determined by program advisors and trip leaders.
2. Funds raised from university sources, such as point drives and departmental contributions, may be used to help defray the costs associated with travel, room and board, and supplies necessary for the program.
3. In order to receive point drive funds, a program must have an account within the sponsoring university department.

(August 2004)