GUIDELINES FOR POINT DRIVE ELIGIBILITY AT BOSTON COLLEGE

The point drive system is a coordinated effort of 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. All Boston College service/immersion programs should be designed to provide an educational experience for students, and should be conducted in a way that reflects the university’s Jesuit and Catholic values and mission. Programs that seek point drive funding are expected to include regular time for community building, education, and reflection. This process happens before, during, and after the trip in order to help participants integrate 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 foreign countries or domestic regions visited, and a willingness to learn from their experiences while on the trip.

3. Programs should not only encourage the growth and formation of our student participants, but should also foster a reciprocal, sustainable relationship with the community that is visited. This is most often accomplished when reputable host organizations are engaged at the local level. Programs must demonstrate a thoughtful approach to creating this type of community partnership.

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 travel programs seeking point drive funding must be approved for this on an annual basis by the Service and Immersion Funding Committee (SIFC) under the direction of the Volunteer and Service Learning Center (VSLC). 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. Programs must be sponsored by a university department, and, in the case of academic sponsorship, be approved by a dean of the sponsoring college. Details on sponsorship for travel programs can be found in the University Guidelines for Academic and Extracurricular Student Group Travel document, posted on the web at: http://www.bc.edu/content/bc/offices/service/resources.html.

3. Each international program will ideally have two full-time faculty or 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. Minimally there should be one full-time faculty or staff member and one graduate student attending the trip. For well-established programs two graduate students may lead a trip with the approval of the dean or department director. For reasons of safety and oversight, all trips must have more than one non-undergraduate trip leader.
4. 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.

5. Due to the limited number of opportunities, students are not allowed to participate on more than one co-curricular international service/immersion program supported by a point drive. Exceptions are made for domestic programs, travel programs connected to academic courses that have not received point drive funds, and for students selected as team leaders on a second trip. Trip advisors are expected to monitor this by using the VSLC student participant database prior to team selection.

6. 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.

7. Programs that travel in the summer are strongly discouraged from assigning seniors who will have already graduated from the university. Summer programs should not appoint seniors as team leaders.

8. Programs planning to travel to a country where a “travel warning” has been issued by the US Department of State at the time of the point drive application deadline are not eligible for consideration unless the application has an accompanying letter of support from the sponsoring dean or vice president stating that the trip has permission to travel despite the travel warning. In cases where a travel warning is issued after a trip has already been approved for a point drive, the sponsoring department is responsible for determining whether a trip will proceed as scheduled.

9. All student participants are required to submit an evaluation upon completion of the program. These evaluations provide an objective way for students to communicate concerns and are reviewed by the SIFC prior to approving funding for the following year.

10. 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 are available from the VSLC.

11. Advisors and faculty/staff trip leaders are responsible for communicating expectations related to behavior of team members while on the trip. 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.

12. Programs awarded a point drive week will be assigned a goal amount they are eligible to raise, and are expected to raise the full amount. Any program that does not raise 85% of its assigned 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, and may result in a reduced percentage allowed for funding.

(August, 2014)