**Alternative Spring Break 2012-2013**

**Funding Agreement**

**Center for Career and Community Engagement** • Lewis & Clark College • Albany 206

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**Trip Leader & Center Agreements**

Organizing an Alternative Break Trip can be challenging and rewarding experience. The staff in the Center for Career and Community Engagement (3CE) serves in an advising capacity throughout the planning and implementation phases of the project. The Center’s purpose it three-fold: (1) to ensure the successful launch of the funded program, (2) to ensure the integrity of the participants’ educational experiences, and (3) to ensure the success of trip leaders.

With these purposes in mind, 3CE expects grant recipients to:

1. Attend two mandatory Alternative Break trip leader trainings in (1) early December, and (2) late January.
2. Coordinate and attend Alternative Spring Break Info Session.
3. Weekly meetings with Kirsten Fix, Interim Assistant Director for Community Engagement, to collaboratively discuss and develop all components of the trip: educational curriculum, community outreach, developing group dynamics, recruitment strategies, logistics and details, etc.

**3CE Policies**

Alternative Break programs at Lewis & Clark are drug and alcohol free. This policy is implemented because of issues of risk management, personal safety, and group cohesion. Group leaders and advisors must be prepared to have this conversation with the group.

**Grant Payment**

Typically, Center funds are utilized to cover large expenses such as plane tickets for participants or hotel stays, but funds can be used for a variety of trip related purposes. The funds, however, MUST be accounted for at all times during and following the planning process utilizing a budget spreadsheet and by keeping all records.

**Publicity**

It is important to include the Center’s look and logo on all marketing materials related to the trip. 3CE also encourages publicity of the grant received through 3CE and would appreciate receiving copies of any coverage this grant receives in student, faculty, or staff publications.

**Changes**

Notify the Center of any changes regarding: (1) trip leader or advisor changes related to this project, (2) phone numbers, addresses, or schedules, (3) any developments that significantly affect the operation of the project.

**Post- Trip Reports**

Each program will complete a trip log for reference for future student leaders. Additionally, a final report is required at the end of the project. The report should include the following:

(1) A detailed summery of all monies related to the project.

(2) A summery of the overall experience for leaders and participants.

(3) Challenges and successes with planning/organizing the experience.

(4) Pictures or video of the experience.

A post trip project is also required of all groups so to educate the Lewis & Clark community about the experience. This project much be conducted and implemented by all participants.

**Role of Faculty/Staff Advisors**

1. Work in collaboration with the Center and Trip Leaders to ensure a well-rounded and educational experience for participants; advisors should be knowledgeable, at all time, about the progress leaders are making towards the creation of the trip.
2. Serve in an advisory capacity to trip leaders during all phases of the project; advisors should expect to be “on-call” during the entire experience.

**Agreement**

The grantee agrees to abide by all provisions of this agreement and will keep adequate supporting records to document the expenditure of funds and activities supported by these funds.

If this agreement correctly sets forth your understanding of the terms of this grant, please sign this agreement and return to 3CE.

Trip Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_