

GRANTS HANDBOOK

Community Learning through
America's Schools (CLASS)

Student Organizing Assistance
Resource (SOAR)

2011
2012

MAKE IT HAPPEN: TEACH

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Become a Part of a CLASS Act!

COMMUNITY LEARNING THROUGH AMERICA'S SCHOOLS (CLASS) GRANT

What is a CLASS Grant?

CLASS Grants are community service projects. These projects are intended to meet a community need. They can be developed for a school, public library, church, homeless shelter, hospital, police/fire departments, etc.

Who's involved in a CLASS project?

Each CLASS project involves an NEA Student Program local chapter and a teacher, education support, higher education, or retired NEA local affiliate.

Why are they taking on this responsibility?

CLASS projects can make a positive difference for children. Today's students are faced with tremendous obstacles to learning and survival. There is a direct correlation between what happens in communities and what happens in schools. NEA Student Program members who volunteer in CLASS projects are able to help children overcome many of the challenges they face and provide them an opportunity to lead productive lives.

How widespread is CLASS?

The project is catching on all over the nation. Since 1989, college students volunteering in CLASS projects have given thousands of children hope and a promise of a better tomorrow.

So what qualifies as a CLASS grant?

Any type of project can qualify as long as it addresses a local need and benefits the community. A CLASS project might be a homework hotline, for example. Another might be a mentoring program for pregnant teens. Still another might provide services for the homeless.

NEA members gain a number of benefits from volunteering in CLASS projects. Student Program members become better prepared for their education careers. Practitioners and future educators have an opportunity to work side by side. The project can enhance the Association's credibility in the community and on campus.

NEA's more than 3.2 million members know that winning community support for schools and universities is an effort that must begin with the Association. Community support is an essential ingredient in any program to achieve excellence. Look upon CLASS as an opportunity to make a difference in children's lives, provide a needed community service, and strengthen the Association.

CLASS REALLY IS A CLASS ACT!

Interested in initiating a project in your local chapter? This handbook is for you.

Launching your Community Service Project

Launching a CLASS project need not be a grand-scale endeavor. Whether you're sponsoring a one-time holiday party for disadvantaged children or operating a daily tutoring program, you are fulfilling a community need. That's what is important.

Members of an NEA Student Program chapter can establish a rewarding project if members are enthusiastic, willing to put in the time, and committed to following through to the end.

So, you've determined that your local chapter is ready. A question may come to mind: How do I initiate the project? Before beginning, assess all the variables. What do you want to do? How many people are willing to help? What materials and financial resources will you need? What will determine success?

CLASS is typical of most projects in its initial stages, but its focus makes the project special. Instead of building a birdhouse or running a bake sale, you will be serving the community.

Here are a few suggestions on how to proceed

1. **Build interest.** One person can't make a successful CLASS project. Begin by discussing the initiative with your local Association leaders. Place CLASS on your executive committee's meeting agenda. Once you establish interest among your leaders, organize a committee to get started.
2. **Explore ideas and research.** At the first committee meeting, review the suggested topics for projects included in this guide. Discuss how these or other projects would address local needs. Survey your members' interests. Consider what projects will give student members experiences that they can't get in the formal teacher education program. Talk about projects that would provide positive visibility. Be sure to include your chapter advisor in all discussions. Find out how other NEA local affiliates are involved in the community. PreK-12 teachers, education support, and retired members can be

especially helpful in putting your project together. They know the community, and they probably have worked on similar projects. Your UniServ office can help you make contact with these NEA affiliates. Identify social service agencies and community groups. Explore what they do. You may find that they are involved in projects of interest to your chapter. In this case, much of the start-up work is already done.

3. **Make decisions.** Once you've sifted through the information, decide what type of CLASS project you'd like to launch. Be realistic. Choose a project that your local Association can handle. Decide who will be responsible for what. Determine timelines for development and implementation.
4. **Plan and organize.** What is necessary to make your project work? Volunteers are a key ingredient. If you have an organized chapter, you simply need to recruit volunteers. You may also need to designate the following positions:
 - A **project coordinator** has responsibility for putting all the pieces together and producing a community-oriented, student-based CLASS project.
 - An **organizer** has primary responsibility for recruiting, training, and retaining project volunteers. This is a big job!

The size and scope of the project will determine how best to divide the various functions among your members and other volunteers.

- 5. Follow-up and evaluate.** Be sure to send thank you notes to member volunteers, community contributors, and media contacts. Include copies of any newspaper clippings of the project. Evaluate the project. If you plan to continue it, keep notes on how you can make improvements.

What should you do if you want to initiate a CLASS but do not have an NEA Student Program chapter on your campus?

Contact your NEA state affiliate or the NEA Student Program office, neasp@nea.org, to request a *Handbook for Local Leaders*.

How can NEA Active and Retired members (or Association staffers) initiate a CLASS project?

Begin by helping to establish a local chapter (if none exists) on a college campus. Once the chapter is operating, you will have a base from which to operate a CLASS project. Contact the NEA Student Program office and request a copy of the *Handbook for Local Leaders*.

Possible CLASS Project Ideas

You might want to consider the following list for project ideas. Local volunteer organizations may also be a source of useful projects.

1. Sponsor a book drive.
2. Conduct a fundraiser for school supplies and materials.
3. Have a clothing drive.
4. Start a food bank.
5. Encourage students to pursue higher education.
6. Work with a center for at-risk children.
7. Get involved in a drug abuse prevention program.
8. Volunteer in an adult learning program.
9. Start a literary circle.
10. Promote the teaching profession.
11. Volunteer to help with programs such as the Special Olympics.
12. Have a fundraiser for an established organization such as the March of Dimes.
13. Start a recycling program.
14. Be a Big Brother/Big Sister.
15. Host skill-building seminars on topics such as baby-sitting, childcare, or conflict resolution.
16. Promote math and science careers among minorities and women.
17. Work with Boy Scout and Girl Scout troops.
18. Work with enrichment centers for gifted and talented students.
19. Serve as tour guides at a local museum.
20. Volunteer to chaperone field trips.
21. Visit the local hospital's children's ward and read to children.
22. Adopt a classroom.

Discuss these ideas with your volunteers. The projects listed here may spark an idea for a project that is more appropriate for your community. Remember what is most important. Your goal is to make a difference in your community.

Applying for a CLASS Grant

If this is your first time writing a grant proposal, consider this a learning experience that can benefit you as a beginning teacher. Your advisor or other NEA members can help if you have questions, and you can contact the NEA Student Program Office at NEA Headquarters for assistance (neasp@nea.org).

Things to keep in mind

1. Be sure your CLASS project and activities are student-run and community-based. Remember that the project must fulfill a community need.
2. A CLASS project must be a cooperative effort of an NEA Student local chapter and an NEA local affiliate that serves pre K-12 teachers, education support, higher education, or retired members.
3. When developing your grant, write the Activities/Timelines first to clarify the project for the group. The budget works naturally from the Activities/Timelines. Then explain why the project is important and what you hope to achieve. Follow this with the assignment of roles and responsibilities.
4. Clearly explain what money you need and how you will use it. Remember, this is a volunteer program, so you may not use the money to pay participants or speakers. You may, however, use money to offset some transportation costs. The budget may include expenses for materials, training, resources, publicity, maintenance, and other items specifically related to the project. The Student Program office makes funding decisions and may revise the budget you submit.
5. The grant is a limited time award to be used for start-up and maintenance. Grant projects may be renewed for one year. We encourage you to create a project that your chapter can fund on its own in future years.
6. Expect to receive a response to your grant application within six weeks. If you receive a grant, your NEA state affiliate will remit a check to your local chapter account.
7. Be sure to complete each section of the application. Be specific in your responses. Make sure your project meets all of the criteria. Indicate measurable outcomes and an evaluation component. Finally, don't be afraid to ask for help.

What about an existing community service project that doesn't need NEA funding?

If you are planning or already have a funded community service project, you may register it as a CLASS project and receive national recognition. Respond to the grant application question, "What amount are you requesting from the NEA-SP?" by entering a zero.

Applying for a CLASS Grant

Applications must include all the following components to be considered for a grant:

- CLASS Grant Application Form
- CLASS Grant Application Narrative
- Press Release
- Public Relations Contact Sheet

2011-2012 CLASS Grant Application Form

Title of Project _____

Beginning Date of Project _____

Student Association participating in CLASS

Campus _____ State _____

President _____ E-mail _____

Advisor _____ E-mail _____

NEA Student Program member primarily responsible for this project:

Name _____ Position _____

Cell _____ E-mail _____

NEA Active/ESP/Higher Ed/Retired Local

(The Project WILL NOT be considered if it is not a COOPERATIVE project involving members from another membership category within NEA)

Name of Local _____

President _____ Phone _____ E-mail _____

Total budget for this project \$ _____

What amount are you requesting from the NEA-SP? \$ _____
limit \$1,000

Volunteers

Will volunteers receive college credit? yes no

Student: Currently _____ Goal _____

Cooperating Local: Currently _____ Goal _____

Number of community people to be Served by this project

Currently _____ Goal _____

Application must include a narrative (see page 9 for details).

A copy of this entire application must be sent to:

State Association Student Organizer State Student President State Association President

Return completed form to:

NEA Student Program • Fax: (202) 822-7624 • E-mail: neasp@nea.org

DEADLINES

First Semester Submissions:
Deadline (received by) – August 31
Grants Awarded - September 30

Second Semester Submissions:
Deadline (received by) - November 30
Grants Awarded - January 31

CLASS Grant
Application Narrative

Please use the following numbered headings when preparing your application document. The **Sample Grant** in this packet is an example of a completed application.

- 1. Description.** Briefly describe the need in your community that the CLASS project will address.
- 2. Expected Results.** List specific objectives you plan to accomplish and include a progress report and an evaluation component. The evaluation can include elements such as interviews with volunteers and community participants; dollar goals for a charitable contribution; a set number of items to collect—books, mittens, or canned goods, for example; desired number of people to reach in the school or community. Include samples of any questionnaires, interview questions, or evaluation forms with the application.
- 3. Activities/Timelines.** Explain what you are going to do and when. Include planning meetings as well as project activity dates. Include any training for volunteers.
- 4. Roles and Responsibilities.** List the principal members involved and their major responsibilities. Include the project director, fiscal manager, campus and community contacts, and publicity coordinators, for example.
- 5. Detailed Budget.** Prepare a detailed and itemized budget. Some projects may have assistance awards as their total budget. Other may use only a portion of the funding for the award. If you expect financial help in addition to the NEA Student Program grant, include this in the budget. Include any in-kind contributions and indicate what will be covered by the contributions. **Please note:** grant money will not be awarded to pay stipends or fees for speakers.
- 6. Publicity.** Complete a news release and the enclosed Public Relations Contact Sheet. Once your application is approved, you can send the news release to your media contacts.
- 7. Ongoing Projects.** Indicate plans to solicit resources necessary to continue the project. While some monies may be available from the NEA Student Program for renewing the project, the CLASS Grant is intended to be a one-time-only award used for project start-up and maintenance. We encourage you to design a project that will be ongoing.

2011-2012 CLASS Grant Renewal Application Form

Title of Project _____ Beginning Date of Project _____
Campus _____ State _____

NEA Student Program member primarily responsible for this project

Name _____ Position _____
Cell _____ E-mail _____

Total budget for this project \$ _____

Amount received last year \$ _____

What amount are you requesting from the NEA-SP? \$ _____

Please note that the maximum amount for CLASS Renewal Grants is \$750 or 75% of the original amount received.

Volunteers

Will volunteers receive college credit? yes no

Student: Last year _____ Projected _____

Cooperating Local: Last year _____ Projected _____

Number of community people to be served by this project

Last year _____ Projected _____

Narrative

- Summary:** Please provide a one-page summary of your project's success, being sure to refer to the objectives and evaluation methods set forth in the original grant application.
- Funding:** What new funding sources do you have for this year? Please provide detailed budget.
- Update:** List any changes to the project. Do you have additional objectives? New activities? Any modifications from last year?
 - Evaluations from last year's project
 - Press Releases and/or sample flyers and announcements
 - Photos (optional)

A copy of this entire application must be sent to:

- State Association Student Organizer
- State Student President
- State Association President

Return completed form to:

NEA Student Program • Fax: (202) 822-7624 • E-mail: neasp@nea.org

DEADLINES

First Semester Submissions:

Deadline (received by) – August 31
Grants Awarded - September 30

Second Semester Submissions:

Deadline (received by) - November 30
Grants Awarded - January 31

Sample Completed Grant Application and Narrative

Title of Project Adopt-a-Highway Program

Beginning Date of Project May 4th, 2012

Student Association participating in CLASS

Campus Anytown State University

State XX

President Juliette Romero

E-mail jromero@sample.edu

Advisor Dr. Steven Taylor

E-mail staylor@sample.edu

NEA Student Program member primarily responsible for this project:

Name Mark Robinson Position xxxx

Address 1234 Buchanan St., Washington, D.C. 98765-4321

Cell 202.442.4242 E-mail mrobinson@sample.edu

NEA Active/ESP/Higher Ed/Retired Local

(The Project WILL NOT be considered if it is not a COOPERATIVE project involving members from another membership category within NEA)

Name of Local xxxx

President Joe Smith Phone 202.442.4242 E-mail jsmith@sample.edu

Total budget for this project \$ 275.45

What amount are you requesting from the NEA-SP? \$ 198.63
limit \$1,000

Volunteers

Will volunteers receive college credit? yes no

Student: Currently 15 Goal 20

Cooperating Local: Currently 8 Goal 10

Number of community people to be Served by this project

Currently 30 Goal 50

Application must include a narrative (see page 9 for details).

A copy of this entire application must be sent to:

State Association Student Organizer State Student President Active State President

Return completed form to:

NEA Student Program • Fax: (202) 822-7624 • E-mail: neasp@nea.org

1. Description

Even though the State Department of Transportation sponsors an Adopt-a-Highway program, there remain several roads that are not cleared. These dirty roadsides lead in and out of the community and degrade the area-in our eyes and in the eyes of travelers and visitors. Children at the local shelter have few, if any, opportunities to feel that they are making a contribution to the community. We can join with them to adopt a highway.

2. Expected Results

By adopting a highway, the Anytown Student Program will provide a service to the total community. Everyone will enjoy living in more pleasant surroundings. We can take pride in the fact that we helped make our community a clean place to live. We will also be making a difference in the lives of the families and children at the shelter by including them in the activity. The homeless families and children will gain a sense of belonging, importance, and ownership in the community. And, through a social activity that will follow each clean-up day, volunteers will develop friendships with homeless children and their families.

We will evaluate the project by interviewing the children and adults from the shelter. Questions will include: "How did you feel about this community before you participated in the clean-up project?" "How do you feel now after meeting other people and helping clean up the community? Did you enjoy working with others? Would you do this again? Would you like to get together for other activities?"

3. Activities/Timeline

- March**
- Contact the State Department of Transportation for background and procedural information. Meet with student members to discuss the project and assign responsibilities. Contact the homeless shelter to assess interest in the project.
 - Contact members of the Retired, ESP, and PreK-12 Associations to discuss the project and solicit volunteers.
 - Apply for grant money.
- April**
- Attend meetings of interested local groups and exchange ideas.
 - Recruit volunteers.
 - Post flyers that include a contact number for interested persons to call.
 - Leave a sign-up sheet at the shelter.
 - Contact local businesses for discounts and donations of needed materials.
 - Contact the media; send out news releases.
 - Coordinate volunteers-drivers, walkers, full bag collectors, snack organizers, for example.
- May**
(first Saturday)
- Purchase materials, snacks, and beverages for the day
 - Meet for official "Adopt-a-Highway" ceremony at City Park.
 - Clean up (1:00-4:00 p.m.); host dinner at the park (4:00-6:00 p.m.)
 - Make other plans for inclement weather.

4. Publicity.

See news release and PR contact sheet.

5. Ongoing Project.

We will carry out this project four times each year. We are hoping to solicit and collect contributions from community members at local department stores to advertise and subsidize the ongoing project.

SAMPLE COMPLETED GRANT APPLICATION (continued)

6. Roles and Responsibilities

Program Coordinator	Contact person who oversees the entire project	Mark Robinson
Volunteer Coordinator	Attends meetings, explains the time commitment and activities, and organizes teams and drivers for clean-up day.	Terry Jones
Fiscal Manager	Purchases materials, contacts local businesses for discounts.	Barb Boling
Public Relations Coordinator	Serves as media contact, writes news releases, organizes volunteers to create, distribute and remove posters. Takes pictures. Follows up with thank you notes to volunteers and community supporters.	Melvin Plott
Ceremony	Contacts the mayor to "cut the ribbon."	Edith McCray
Shelter Contacts	Coordinates Student Program efforts with the shelter.	Carlos Padilla

7. Budget (Estimated number of participants)

Garbage bags (donated by Jerry's Hardware)	2 boxes @\$4.60/box	\$9.20 value
Soda and juice	\$1.25/person x 53	\$66.25
Snack—pretzels, chips	10 bags @ \$3/bag	\$30.00
Napkins (\$2), dinner plates (\$6)		\$8.00
Lemonade and cups (for dinner, donated by McDonald's)		\$50.00 value
Pizza (25 percent discount from PIZZA Express)		\$72.00
10 vehicles reimbursed \$5.00 each for gas		\$50.00
TOTAL EXPENSES		\$285.45
Garbage bag donation		\$9.20
10 percent discount from Juan's Grocery		\$9.62
Discount from PIZZA Express		\$18.00
McDonald's drink donation		\$50.00
TOTAL CONTRIBUTIONS		\$86.82
TOTAL PROJECT BUDGET		\$285.45
Request for assistance from NEA-SP CLASS		\$198.63

FOR IMMEDIATE RELEASE

Local College Student Group Administers
New Community Service Program

Contact _____
(Telephone number with area code)

ANYTOWN, USA. The *(name of local affiliate)* is *(describe the project and include the date and place)*. This project is funded in large part with a CLASS (*Community Learning Through America's Schools*) Grant from the National Education Association's Student Program. Working with the local *(name of Student Program affiliate)* are members of the *Anytown Education Association (AEA)* and *(name of community group, if any)*.

CLASS projects are taking place all over the country. Since 1989, college students on more than 200 campuses have become involved in giving thousands of children hope and a promise of a better tomorrow. Simply put, CLASS projects are NEA Student members, working with others, for community improvements. At the same time, these students are gaining practical experience and growing as professionals.

"This is an exciting and productive experience for our members," says XXXXX, president of the Student Program. "Our tutoring program will make a tremendous difference for students at Anytown Elementary School. We also enjoy working with the school staff. It's as if we're already a part of the team."

Anytown educators agree. "The Student Program members are so enthusiastic," notes XXXXX, AEA president. "My students are writing letters to all of the participants."

The NEA Student Program is a grassroots organization that serves more than 67,000 students nationwide who are preparing for jobs in the education profession. NEA-SP goals include providing opportunities for professional development and leadership training and advocating for Student member concerns.

Sample Public Relations Contact Sheet

Media	Address	Editor	Frequency	Circulation	Phone	Fax
Newspaper Name (Nea Today)	1201 16th St., N.W. Washington D.C.	Bill Fisher	Monthly	2.5 million	202.822.7207	202.822.7206
Washington Post	1150 15th St. NW, Washington, D.C.				202.334.6000	
ACSM U. SP News	1234 M St., NW, Washington, D.C.	Melvin Plott	Monthly	75 members	202.831.7695	202.831.7795
ACSM U. Chronicle	ACMS University Student News	Joy Asten	Weekly	8,000	202.731.8765	202.831.7795
TV (Station) Falls Church Cable	7124 Leesburg Pike, Falls Church, VA, Washington, D.C.	Bill Hanger	Daily electronic bulletin board	300,000 homes	703.534.3838	703.241.1461
NBC Local News	4001 Nebraska Ave. Washington, D.C.	Tasha Thomas	3/day for 3 days	target 24-54 500,000	202.806.3500	202.806.3522
Radio (Station) WHUR Howard University	3 Capitol Plaza, SW Washington, D.C.				202.484.0227	
NPR	3 Capitol Plaza, SW Washington, D.C.	c/o Hispanic Link	Patricia Guadalupe	Weekly	202.234.0280	202.234.4090
Latino-USA/ NPR	c/o Hispanic Link 1420 N Street, NW Washington D.C.					

Recruiting and Engaging Volunteers

What is a volunteer? A volunteer is someone who is willing to work without monetary compensation. He or she is the critical ingredient in many social and charitable organizations, and he or she will be the key to success in your CLASS project.

How do you successfully recruit volunteers? How do you motivate them? How do you use them? How do you retain them? Information on this page should help you answer these questions.

How to recruit volunteers

- Send an E-mail message to Student Program members, briefly describing the project and asking for their help.
- Meet with members one-on-one.
- Get suggestions from leaders in other local Associations (teachers, education support personnel, retired educators).
- Distribute sign-up sheets.
- Promote the value of getting involved.
- Offer incentives (class credit, parties, resume-building).
- Recruit freshmen, sophomores, and juniors—those who have more time and need the experience—along with the seniors.
- Solicit volunteers during the membership campaign.
- Set up a booth where you can promote CLASS and recruit volunteers as well.
- Bring in inspirational speakers.
- Listen and respond to volunteer input.
- Host a party to recognize volunteers.
- Find creative ways to say, “Thank you.”
- Provide sharing time for volunteers.
- Let volunteers know how much you need and appreciate them.
- Develop a system of rewards and promotions.
- Rotate people from task to task to avoid burnout.
- Publicize the project, and recognize volunteers.
- Don’t overload volunteers. Recruit enough people to cover all the tasks you are committed to accomplish.
- Make sure assignments are clear, specific, and manageable. Create an orientation sheet that lists key information—names and telephone numbers of project coordinators and volunteers, parking locations, bus and subway schedules, for example.

How to motivate and maintain volunteers

- Emphasize the importance of the project to those you are helping and to students who are interested in the education profession.
- Create a sense of ownership among volunteers. They will not want their project to fail.
- Provide opportunities for recognition of volunteers and of the project’s goals and successes. Consider the community and college newspapers.
- Hold occasional group goal-setting and self-motivational sessions.
- Hold training sessions. Insist that every volunteer take the training before working in the project. Training will be ongoing because there will always be some attrition in the volunteer ranks.
- Make sure working conditions are good and safe and that volunteers know where to get materials they need.
- Provide adequate supervisions and feedback, both to accomplish the task and to give volunteers the feeling that what they are doing really matters.

Working with the Media

Dealing with Reporters

Remember that the media contact is the person who works directly with reporters. If a reporter calls you with a question you can't answer, be honest. Let the reporter know that you will research the question and get back with him or her. Be sure to follow through promptly with your commitment.

It isn't necessary to have an answer for every question put to you. The idea is to tell your story. If you feel a question is off target, answer by redirecting your reply. Watch television interviews of successful people for tips on redirecting questions. Answer the question with a point you want the audience to remember. Make every answer count.

Dealing with Newspapers

Become familiar with the daily and weekly deadlines of newspapers. Provide reporters with as much lead-time as possible. Do not call them when they are on deadline.

After a favorable story appears in print, send a thank-you note to the reporter, or write a letter to the editor. If the story contains misinformation, tactfully bring the error to the attention of the reporter. Do not go directly to the editor.

Dealing with Radio

In radio interviews, your message needs to be brief, to the point, and pleasing to the ear. In most cases, radio will give the average story just a 20- or 30-second play. If you prepare a news item for a radio station, practice it before you call to be sure how long it will take. When you call, ask to speak to someone in the newsroom. At most small radio stations, and many others as well, the disk jockey fills this position.

Dealing with Television

Television reporters want you to get to the point quickly. You may have only 10 seconds on camera! Be prepared to give brief responses.

If you know in advance that you are going to be on television, dress accordingly. Think visually. Select muted colors. Make sure your appearance doesn't detract from what you have to say.

2011–2012 APPLYING FOR A SOAR GRANT

If this is your first time writing a grant proposal, consider this a learning experience that can benefit you as a beginning teacher. Your advisor or other NEA members can help if you have questions. You can contact the NEA Student Program Office at NEA Headquarters for assistance (neasp@nea.org).

What is a SOAR Grant?

SOAR Grants are chapter development projects. These projects are intended to increase membership recruitment and involvement on campus.

Things To Keep in Mind

1. Be sure your SOAR project is coordinated with your state or local education Association. Remember that the project must fulfill at least one of the tenants of the application, minority recruitment, urban college or university recruitment, organizing new chapter, community, junior or two-year college organizing, working with future educator program, Hook-up initiatives, etc.
2. A SOAR project must include the names of the local Associations, including both the Active and Student chapters involved. They can be K-12, retired, higher education or education support professional locals.
3. There must be a detailed description of the project that includes a budget. The grant application will be considered incomplete if all required information is not provided. The grant proposal should also include goals, projected outcomes, timeline and an evaluation mechanism.
4. Clearly explain what money you need and how you will use it. Remember, this is a volunteer program, so you may not use the money to pay participants, salaries, or speakers. You may, however, use money to offset some transportation costs. The budget may include expenses for materials, training, resources, publicity, maintenance, and other items specifically related to the project. The Student Program office makes funding decisions and may revise the budget you submit.
5. A copy of the grant application **MUST** be sent to the State Student Organizer, State Association President, and State Student President/Chairperson. Failure to do so will cause the application to be incomplete and will not be considered for funding. The grant award should be used for start-up and maintenance. But we encourage you to create a project that can garner additional financial support from other groups as well.
6. Expect to receive a response to your grant application within six weeks. The person responsible for the grant will receive a confirmation if the application has been approved. A copy of the grant evaluation will be provided at that time and must be returned no later than July 1st. If you receive a grant, your NEA state affiliate will remit a check to your local chapter account.
7. Be sure to complete each section of the application. Be specific in your responses. Make sure your project meets all of the criteria. Indicate measurable outcomes and an evaluation component. Finally, don't be afraid to ask for help.

Possible SOAR Project Ideas

SOAR projects are designed to build Association capacity, with a focus on membership recruitment and/or involvement.

You might want to consider the following list for project ideas. Other local volunteer organizations or campus groups may also be a source of useful projects.

- Sponsor an education rally.
- Organize a new college chapter or increase the visibility on campus.
- Organize a special education awareness series to recruit education majors.
- Start a unity and awareness event.
- Develop a student leadership award and banquet.
- Organize a statewide organizing effort to establish Future Educator clubs in middle and high schools.
- Sponsor a leadership conference in conjunction with a local school district to recruit minority students into education.
- Present a “Bringing Teaching To Life” event through your College of Education.
- Initiate a campus wide recruiting effort to build the local student chapter.
- Promote the teaching profession through forums, workshops or campus conferences.
- Work collaboratively with fraternities, sororities and other campus organizations to promote education.

Discuss these ideas with your volunteers. The projects listed here may spark an idea for a project that is more appropriate for your chapter. Remember what is most important. Your goal is to build your capacity as a student chapter, increase membership and awareness of the united education profession.

2011–2012 SOAR Grant Application/Renewal Form

Title of Project _____ College/University _____ State _____

Person Responsible for Project _____ Phone _____ E-mail _____

Chapter Advisor _____ Phone _____ E-mail _____

Please check all areas that apply to your project:

- Minority Recruitment: Projects include, but are not limited to, recruiting minority college students into teaching and the Association, organize Historically Black Colleges and Universities, Tribal Colleges, etc.
- Urban college and university recruitment: Projects involving campuses in large urban centers, such as New York, Los Angeles, Chicago, Houston, etc. The money would be used to start chapters in these areas.
- Community, junior, and two-year colleges: Projects that include those colleges that prepare students to enter four-year institutions.
- Future teacher/educator programs: Programs that promote teaching as a career. Teacher cadet programs would be considered in this category. It is required that the supervising teacher be a member of NEA.
- Other: This is for all those projects that do not fit in any of the other categories.

Please write a description of the proposed project and attach it to this application. Include goals, projected outcomes, a detailed budget (including the availability of matching funds), timeline, and evaluation mechanisms (See page 21 for details).

Please list the names of the Local Associations, including both Active and Student chapters, involved:

Please list the names of other participating organizations or individuals outside the Local Association:

Are UniServ staff involved in this project? yes no If yes, please explain role.

Total budget for this project \$_____

What amount are you requesting from the NEA-SP? \$_____

Limit \$2,000 for a campus project; Limit \$4,000 for a state project

A copy of this application must be sent to:

- State Association Student Organizer
- State Association President
- State Student President

Please send the completed application to:

NEA Student Program • Fax: (202) 822-7624 • E-mail: neasp@nea.org

DEADLINES

First Semester Submissions:

Deadline (received by) – August 31

Grants Awarded - September 30

Second Semester Submissions:

Deadline (received by) - November 30

Grants Awarded - January 31

SOAR Grant Application
Narrative

STUDENT ORGANIZING AND ASSISTANCE RESOURCES (SOAR) GRANT

Please use the following numbered headings when preparing your application document.

- 1. Description.** Briefly describe the need on your campus that the SOAR project will address.
- 2. Goals.** What specifically do you hope to achieve at the end of the project? How many new members? How well you meet your goals will determine the success of your project.
- 3. Expected Results.** What do you expect to be different or improved as a result of your project? This can include tangible expectations such as more participation in chapter meetings, or intangible results such as more enthusiasm from chapter members.
- 4. Detailed Budget.** Prepare a detailed and itemized budget. Some projects may have assistance awards as their total budget. Other may use only a portion of the funding for the award. If you expect financial help in addition to the NEA Student Program grant, include this in the budget. Include any in-kind contributions and indicate what will be covered by the contributions. Please note: grant money will not be awarded to pay stipends or fees for speakers.
- 5. Activities/Timelines.** Explain what you are going to do and when. Include planning meetings as well as project activity dates. Include any training for volunteers.
- 6. Evaluation Mechanism.** How will you determine your project was a success? How well did you meet your goals? Your evaluation can be a survey that was completed by participants or an analysis of goals and expected results and how well both were met by this project.

NEA Student Program
Year End Grant Evaluation

- Community Learning Through America's Schools (CLASS)
- Student Organizing and Assistance Resources (SOAR)

This evaluation is due no later than July 1st of the funding year. Failure to submit an evaluation will prevent future grant projects for your campus from being considered or funded.

Grant Year _____ State _____ Amount _____

Title of Project _____ College/University _____

Person primarily response for the project _____

Signature (State Student Organizer)

Signature (Person Responsible for Grant)

Note: If submitting electronically, please copy your state student organizer on the email.

Part I

Please attach a financial report of the expenses related to your grant. We are interested in the actual costs of your activities. We have no intentions whatsoever of asking for the return of any unused funds.

Part II

1. Did this project bring any new members? If so, how many? How about any additional minority members?

2. How many students got involved in carrying out the elements of the grant? In what ways did they function?

