

Student Leader Checklist and Information

This is a checklist of items that must be completed before the end of your project. Links to the forms needed can be found at <http://www.studentsbeyondboundaries.org> under the Submit Report tab or can be downloaded from the Documents tab. If you have any questions or need any further directions, please contact info@midwestconsortium.org.

Checklist

- _____ SBB Community. Join the SBB Community at <http://www.studentsbeyondboundaries.org>. Housed on a Ning.com site, this online community is a place where you can share and learn from other SBB students and faculty who are using social media to do service-learning supported by the Midwest Consortium. Create and foster active participation in your Project Ning site. Ensure reflection by all service-learners on your project. Ideally, much reflection and documentation of the project will be conducted on the Ning site for your project. Please note that these Ning sites should be public. If there are any concerns with the privacy of the Ning site please contact info@midwestconsortium.org.
- _____ Documentation. Ensure documentation is kept for all aspects of the project (waivers, reports, as well as the creation of photos, audio, videos, blog entries, etc.).
- _____ Expenditures. Be sure all expenditures are approved by or purchased through your faculty sponsor. Keep receipts for reimbursement, and return all receipts for reimbursement to your Faculty Sponsor. Receipts and requests for reimbursement should be submitted to the Consortium through your Service-Learning office at least monthly.
- _____ Interim Report. Complete and submit Interim Progress Report [link] by specified deadline. These should be emailed to info@midwestconsortium.org and forwarded to you Service-Learning Coordinator [link MWC member page] as well.
- _____ Community Partner Survey. Ensure that your Community Partner receives and completes the Community Partner survey.
- _____ Waiver. Collect and submit signed image waiver forms to your faculty sponsor.
- _____ Complete and submit Final Report [link] by specified deadline. These should be emailed to info@midwestconsortium.org and forwarded to you Service-Learning Coordinator as well.



- _____ Submit Final Budget showing the actual expenditures and match.

- _____ Submit multimedia showcase with final report. You may upload your showcase directly to your Project Ning site, or you can upload it to YouTube.com and provide the link your Ning Project site. The Consortium also has an Animoto account where full length video slideshows can be created. To access this account use login: info@midwestconsortium.org and password: showcase. If you want to create your own account, you may do so, and charge the \$3 billing for a full length video slideshow to your project budget.

- _____ Ensure all project requirements specified in your application and any amendments are met. Your negotiated project plan is your contract with the Midwest Consortium for Service-Learning in Higher Education.

Student Information

Project ID

To find your Project ID, click on the "SBB Community" link at www.studentsbeyondboundaries.org and go to the "Project Ning Sites" box in the lower left corner of the Students Beyond Boundaries Ning. Your project and Ning site will be displayed there, along with your Project ID.

Your project ID will be used in your progress and final reports on the SBB website to match your report submissions and application.

Deadlines

Project and report deadlines are identified in the Award letter you received. Please watch these dates and be sure to submit reports on time. Reminder emails will be sent out but it is your responsibility to have reports completed and submitted on time.

If you have questions or concerns as your project goes forward, please talk with your Faculty Sponsor or the Service-Learning coordinator at your institution. Questions can also be directed to info@midwestconsortium.org.