The Sisters Kathleen Keating and Maxyne Schneider
Experiential Learning Fund
Mission trips/Service learning Criteria and Guidelines

STUDENT MUST READ THIS DOCUMENT BEFORE APPLYING

Summary: The College of Our Lady of the Elms is the proud beneficiary of the Sisters Kathleen Keating and Maxyne Schneider Experiential Learning funding opportunity from the generous donor, Richard J. Meelia. The fund connects to Elms College’s strategic vision, mission, charism of the Founders, the Sisters of St. Joseph, and plan to grant access to experiential learning opportunities for Elms College students.

Purpose: To provide students with the opportunity to apply for funding experiential learning opportunities. For example: a mission trip/service learning experience.

Funding Categories Include: A faculty/staff led Mission trip/Service learning experience sponsored through the Office of Campus Ministry.

Criteria for All funding categories include:

- Enrolled as a full-time Elms College undergraduate student at any campus location
- A student having a minimum cumulative GPA of 2.75 at the time of application*
- Each student may apply to only one experiential learning funding category per academic year.
- Student must have applied and been accepted into a mission trip/service learning prior to applying for funding.

Students participating in a mission trip/service learning experience must have a cumulative GPA of 2.75 as of the semester preceding application, (except for first year students, midterm grades are acceptable), must have no record of disciplinary reports, judicial sanctions, and aggressive or antisocial behavior. If a student has been the subject of any disciplinary action, a letter of clearance from Student Affairs must accompany the application. Decisions about participation are made on a “rolling admission” basis, and may include conversations with faculty or administrators in academic/residence life and/or student affairs. Initial acceptance to all programs may be revoked at any time if a student’s behavior before departure raises doubts about suitability to travel off campus.

The opportunity is open to first year students, sophomores, juniors and seniors at the undergraduate level.

- The experience should take place Spring semester 2020 (Jan – May).
Commitment to present on their experience at a Spring Experiential Learning Presentation event with the Elms College Community. Date to be determined.

Requirements for Funding:

Funding will be awarded per student and credited toward the mission trip experience. There are limited funds available per funding cycle.

Evaluation of Mission Trips:

A reflection and evaluation piece is required of every student who receives mission trip/service learning experience funding.

Student must commit to presenting at an Experiential Learning event with the Elms College Community to present on their experience at a date to be determined. A faculty and or staff member will provide guidance to you for your presentation.

Submission of Applications: Submit application to the Office of Campus Ministry

Elms College submission of application via email only to Sr. Carol Allan at allanc@elms.edu.

Applications are due no later than October 28, 2019 by 11:59 p.m. Eastern time. Each applicant will receive a confirmation email when their application has been received. Each application will be reviewed and selection determined by an Elms College Mission Trip/Service Learning Committee.

Award Determinations/Notifications:

You will be notified by a formal letter via email from the Office of Campus Ministry by December 2, 2019 and will need to offer your acceptance of the funding through email by December 9, 2019. If you do not receive funding, you are welcome to re-apply in a new cycle.

TIPS FOR A SUCCESSFUL APPLICATION

- Schedule time with the Office of Campus Ministry to discuss mission trips opportunities.
- Utilize Career Services to help guide you in creating a professional resume.
**Student Checklist**

- Apply to and be accepted to an approved mission trip/service learning opportunity.
- Submit an application for funding as soon as you have been accepted to a mission trip/service learning opportunity. **Remember there are limited funds for each funding cycle.**

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- **Personal Data Sheet with Signature/Date.**
- **Current Resume**
- **Transcript printed out from ElmsConnect showing GPA.**

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**Personal statement/essay addressing the following (approximately 1 page):**

Explain why you consider yourself a qualified applicant for the Srs. Keating and Schneider Experiential Learning Fund. Include your most significant achievements, academic interests, subjects that you like best and the reasons that have led to your education and career goals. Explain how the mission trip/service learning experience you are requesting will further your successful chosen career and/or your personal development.

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- Edit and proofread your application to make sure it is free of grammatical errors.
Application for the Sisters Kathleen Keating and Maxine Schneider Experiential Learning Fund at Elms College

Mission Trips

Elms College Board of Trustees, Richard J. Meelia, the Sisters of St. Joseph, Kathleen Keating and Maxine Schneider believe that in addition to ensuring academic success, it is important to provide students with the experiences that promote career success and a life of giving to others. In that spirit, Elms College aims to offer a student funding to pursue at least one of the following opportunities: an internship in a chosen career, a research assistantship with a faculty member, service or mission opportunities, and participation in the study abroad program.

Personal Data Sheet

1. Name:
   (First Name) (Middle Name or Initial) (Last Name)
2. Student ID:
3. Address:
   (Number and Street / P O Box #)
   (City, State, Zip Code)
4. Email Address:
5. Home Phone: Cell Phone:
6. Major(s)/Minor(s):
7. Expected Year of Graduation:

Typed Name Designates as E-Signature of Applicant Date

Please submit MISSION TRIP application to: Sr Carol Allan: allanc @elms.edu.