Bonner Scholars Guide to Summer Service
Summer 2011

The Summer Service Internship is designed to be a more intensive service experience than
during the school year, and is a great opportunity for you to try out different career and personal
interests. Bonner Scholars are required to complete summer service internships for two of their
three summers at Wofford, the first of which is always the summer immediately following the
First Year. A third summer is also available.

This guide is intended to help you figure out what you need to know to manage your financial
support and learning process for the summer. Please read it thoroughly.

Basics for Summer Service (this will be repeated in greater detail on the following pages)
There are several guidelines to keep in mind when choosing a site for summer service:

❖ You must work for a non-profit or governmental organization.
❖ If the organization has a faith or spiritual component, please check with the Bonner
   Coordinator re: whether it can count for Bonner summer service.
❖ If the organization is willing to pay you, you can be paid for your service (unlike service
during the school year).
❖ You must complete at least 280 hours over at least 7 weeks.
❖ If you cannot get 280 hours over at least 7 weeks from one site, you may complete two
   CLAs and have two sites. Three is too many and would undermine the intended purpose
   of an intensive work experience.
❖ You may count only up to 8 hours of service each day, even if working at an overnight
camp.
❖ Complete your Summer Service Proposal ON-LINE
❖ Your Summer Service Proposal is due ON-LINE by 5:00 p.m. on Friday,
   April 15th. So, you will need to contact your placement to agree on the terms of your
   internship long before that.
❖ Scholars can request a Summer Living Stipend (SLS) (see pages 4-6) of up to
   $1,000 per summer, totaling $2,000 for two summers of service, or totaling $2,500 for
   three summers of service. The form for requesting these funds is due on April 22nd.
❖ After your summer service proposal has been approved, you will submit a Community
   Learning Agreement for the Summer, just as you do for each semester of the school
   year. Your site supervisor, a Bonner staff member, and you will all sign this document. It
   will be used by all three to evaluate how well the partnership met the goals at the end of
   the summer, and the goals and objectives outlined in it should be prominently featured in
   your summer reflection presentation.
❖ Please be aware that Community Funds are not accessible over the summer.
❖ Monthly, signed hourlogs are still due for the summer (to be mailed to the Bonner office).
- Monthly reflections and a final Capstone are required for the Summer. See page 8.
- Once you satisfactorily complete your service, reflection, and account for all pre-distributed funds, you will receive $1,500 in Summer Earnings Stipends for each of up to two summers.
- If you wish to complete a 3rd summer of service, you will be required to complete only 140 hours of service over at least 7 weeks.
- If you have any questions about this process at all, please schedule a meeting with Allyn or Jessalyn ASAP!

**Summer Funds Planning**

There are essentially 3 options for Summer Service planning:

<table>
<thead>
<tr>
<th>Option</th>
<th>Summer 1</th>
<th>Summer 2</th>
<th>Summer 3</th>
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</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Summer Service Internship (&gt; 280 hours, &gt; 7 weeks)</strong>&lt;br&gt;SLS of up to $1000&lt;br&gt; + SES $1500</td>
<td><strong>Summer Service Internship (&gt; 280 hours, &gt; 7 weeks)</strong>&lt;br&gt;SLS $1000&lt;br&gt; + Any remainder SLS from Summer 1&lt;br&gt; + SES $1500</td>
<td><strong>No Summer Service</strong></td>
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<tr>
<td><strong>2</strong></td>
<td><strong>Summer Service Internship (&gt; 280 hours, &gt; 7 weeks)</strong>&lt;br&gt;SLS of up to $1000&lt;br&gt; + SES $1500</td>
<td><strong>No Summer Service</strong></td>
<td><strong>Summer Service Internship (&gt; 280 hours, &gt; 7 weeks)</strong>&lt;br&gt;SLS $1000+&lt;br&gt; + Any remainder SLS from Summer 1&lt;br&gt; + SES $1500</td>
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<tr>
<td><strong>3</strong></td>
<td><strong>Summer Service Internship (&gt; 280 hours, &gt; 7 weeks)</strong>&lt;br&gt;SLS of up to $1000&lt;br&gt; + SES $1500</td>
<td><strong>Summer Service Internship (&gt; 280 hours, &gt; 7 weeks)</strong>&lt;br&gt;SLS $1000&lt;br&gt; + Any remainder SLS from Summer 1&lt;br&gt; + SES $1500</td>
<td><strong>Optional Summer Service Internship (&gt;140 hours)</strong>&lt;br&gt;POSSIBLE Rising Senior Enrichment Grant of $500*&lt;br&gt; + Any remainder SLS from Summers 1&amp;2</td>
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*The Rising Senior Enrichment Grant is available only to rising Seniors completing a third summer of service. The money must be applied for through a separate proposal, and may not be available each year. See Allyn for details.
**Steps to Completing the Summer Service Internship:**

1. Think about what you want to do/learn and/or where you want to be over the summer. Identify possible sites. Ask your Bonner staff members for help.
2. Talk to them. Agree on when you will work, what you will do, etc.
3. Complete the Summer Service Proposal form online **BY APRIL 15th!**
4. Complete the Summer Living Stipend Request form on paper **BY APRIL 22nd!**
5. Once your Summer Service Proposal has been approved (you’ll get an email from the Bonner office), complete a Community Learning Agreement in BWBRS for the Summer.
6. Receive requested Summer Living stipend (SLS) funds.
7. Work over the summer – sending approved monthly expense forms and receipts, monthly reflections, and signed monthly hour logs in to the Bonner Office each month.
8. Return any unused Living stipend funds.
9. Complete the End of Summer Capstone Reflection.
10. Receive Summer Earnings stipend (SES).

**Finding a Summer Service Site**
Finding a placement will require you to do some research of your own to select the type of organization and location.

Some places to look for Summer Service Sites include:

- Your current site. Do you know whether or not your site could benefit from sustained summer work?
- [www.idealist.org](http://www.idealist.org) – This website offers hundreds of service opportunities with non-profits all over the world. Once on the website go to “Advanced Searches,” then “volunteer opportunities” or “internships.” You can limit your search to interest areas and location.
- Websites such as Monster.com or other job search engines (most offer a volunteer option in their search).
- Call the United Way in the area in which you want to volunteer and explain what you are looking for.
- Look for organizations through the United Way’s website or [www.volunteermatch.org](http://www.volunteermatch.org), you may be able to work out a internship opportunity at an agency that interests you.
- Schedule a meeting with Career Services and specify that you are looking for a summer job or internship with a non-profit organization.
- Schedule a meeting with the Wofford Bonner office for ideas.
- Ask other Bonners what they have done in the past and if they liked it!

**Tips for contacting potential Summer Service placements:**

1. Let them know…
   - Who you are
   - What the Bonner Scholarship is
   - Why you want to work with their agency this summer (i.e., how what they do fits with your goals, your interests, etc.)
• How long you will be available to work, from when to when

2. Find out…
• What the agency’s purpose and mission are?
• Where they are located?
• Do they have any summer internship positions or service opportunities?
• What kinds of things might you do to help them?
• Are room and board are available?
• If not, do they know of options in the surrounding area? Could they help you make those contacts?
• How long they will need you (i.e., duration of service internship/opportunity)?
• Where should you go from here? Is there an application process? Interviews needed or beneficial?

Make sure they have all your contact information and encourage them to visit the Bonner or Wofford Bonner websites if they have any questions or concerns. You may also refer them to Allyn if they have questions that you can’t answer.

**Summer Service Proposal**
Once you have found your summer service site, you must complete a Summer Service Proposal. Summer Service Proposals must be submitted online at: http://www.wofford.edu/bonnerScholars/form.aspx?ekfrm=4226.

Your Summer Service Proposal must be received online by **5:00 p.m. on Friday, April 15th, 2011**. You must contact your site ahead of time in order to learn about your service commitment and get any other required information. You will need to know your site supervisor and all of their contact information. It is important to get this information in on time so that your site can be approved and your Summer Living Stipend check cut. If you are having trouble finding a site for your summer service, schedule a time to meet with Allyn.

**Summer Living Stipends**
Students can receive Summer Living Stipends (SLS) at the beginning of the summers, totaling up to $2,000 for two summers or up to $2,500 for three.

This money must be formally requested by submitting the Summer Living Stipend Request Form on paper **by 5:00 p.m. on Friday, April 22nd**; and it must be fully accounted for with expense reports and receipts sent in over the summer. It may only be used for approved expenses. Any money not accounted for as being spent on approved expenses will have to be returned at the end of the summer.

When requesting SLS for the summer following the First Year, students may request up to $1,000 of their SLS. Any Summer Living Stipend money either not requested in the first
summer or requested but then not spent on approved expenses and returned will automatically roll to that Scholars’ next summer of service. Many Scholars choose to live at home their first summer and not request the full $1,000 of SLS available to them, in favor of saving that money to apply to a subsequent summer.

**Approved Summer Living Stipend expenses:**

**Housing & Utilities**
- This includes monthly or “lump-sum” rent, gas/electricity, water, and basic phone service.
- If you have one or more roommates, these expenses must be split evenly between you and your roommates.
- Cable television, internet service, cell phones, and long distance are **not** included unless they are a direct requirement of your service and not provided by your service site. If you elect to spend your living stipend on these expenses, you will be asked to provide proof from your service site that these services were required.
- Deposits (i.e., for an apartment) are **not** included.
- As receipts must be turned in for all approved expenses, you will need to turn in lease agreements and/or rent receipts, if you elect to use your SLS on these items.

**Meals**
- Only your meals are covered by the Summer Living Stipend. You can't buy your friends meals with the SLS.
- All meals paid for with credit cards must be itemized. Credit card receipts with just the total will not be accepted.
- Alcohol and cigarettes cannot be paid for with Bonner money.
- If you are staying at home for your service, you may want to request money for lunch (or money for groceries for lunch) and save money for another summer.
- When purchasing groceries, remember only food costs are covered by the Summer Living Stipend. This means your personal hygiene products, kitchen products and other personal supplies are not covered by your Summer Living Stipend. Should you purchase them along with groceries, please strike them from your receipts and refigure your tax.

**Transportation**
- This includes plane, train, and bus fare, car rentals, and taxicabs. Plane and train fares – Computer print outs are acceptable as long as they have the price of the ticket and some indication that it was paid for. Taxicabs – Receipts must be provided from taxis, printed or hand written on a receipt card or stub.
- Gas is reimbursed by mileage, not actual amount spent. **Do not provide receipts for gas.** This amount should be estimated when you submit your Summer Service Proposal, and reported on your Monthly Expense Report.
- Subway and bus tickets with the date and fare printed on them are acceptable. Purchasing these tickets by the month or week are usually cheaper.
**Supplies**
- This includes supplies that are required, but not provided, by your service site.
- This does not include personal items such as deodorant, shampoo, soap, etc.
- Please note that you will NOT have access to Community Funds during the summer.
- Supplies would include things for which you would normally request Community Funds.

**Summer Earnings Stipends**

Students also can receive Summer Earnings Stipends (SES) at the end of the summers. When the summers are complete, with at least 280 hours of service accounted for and turned in, all expenses of the Summer Living Stipend accounted for and turned in, and all reflections satisfactorily completed, and these items are turned in on time, you will receive a $1,500 check for SES for each of two summers of service. This check will be cut at the beginning of the school year by the Bonner Scholars Office. If you do not complete any aspect of the requirements for summer service or if you are late turning in verification of them, your Summer Earnings may be prorated or you may not receive them at all. Unfortunately, the SES is not available on 3rd summers.

**Reporting SLS Expenses**

If you receive SLS funds, you must keep an account of all the money you received by submitting receipts and an expense report **every month**, along with your hour log. **IF YOU DO NOT TURN IN RECEIPTS MONTHLY, YOU WILL NOT RECEIVE CREDIT FOR YOUR EXPENSES.** Once you have accounted for all of the money you received with valid receipts and reports, you don’t have to keep sending receipts and reports. Deadlines for turning these items in and the address to which you mail them are on page 9. Any unused (or used for non-approved expenses) funds must be returned at the end of the summer to the Bonner Scholars Office.

A. **Organizing Your Receipts:**
   1. Write on your receipts what category (or categories) the items fall under (e.g., housing, utilities, meals, transportation, supplies).
   2. For mixed receipts (those with both approved Bonner expenses and non-approved expenses):
      i. Mark a single line through the non-approved expenses.
      ii. Add the approved Bonner expenses to get a subtotal.
      iii. Re-figure the tax.
      iv. Write the new total on the receipt.
   3. Some expenses may not have receipts. In those cases, please submit an invoice or other written documentation from the supplier (i.e. a copy of a lease) that shows what was purchased, how much it cost and that the invoice has been paid. Treat this documentation as you would a receipt.
   4. Arrange your receipts in the order that you will record them on the expense report.
B. Completing the Expense Reports:

1. Access the electronic Summer Expense Report on the Wofford Bonner website under Summer, then Living Stipend Information, then “Summer Living Expense Report.” Should you have trouble using the electronic expense report form, notify the Bonner Coordinator immediately.

2. Enter your name in the pale yellow field in Page 1 and/or Page 2 (depending on which page(s) you are using).

3. Select the appropriate month (in blue) on either page by clicking the box next to the month you would like to select.

4. The report consists of 2 pages and 3 sections. Food/Meals & Supplies are on Page 1; and Rent & Utilities and Travel are on Page 2. Enter your expenses and receipts in the appropriate places. As you enter in amounts, the totals will be figured for you. Please provide as much information as possible.

5. Enter your expenses and receipts:

   - **Food/Meals & Supplies**
     - Number receipts to correspond with entries on the form.
     - Insert the date and amount of the receipts.
     - List the store, restaurant, or business.
     - Select “breakfast,” “lunch,” “dinner,” or “other” in the description column by clicking on the box next to it.
     - Provide a description for any entry where you select “other” by clicking anywhere else in the appropriate box. An outline will form around the box which lets you know that you can type into the box.
     - Attach itemized receipts numbered according to how you listed them on your expense form to the form before you mail it in. Receipts must be itemized.

   - **Rent & Expenses**
     - Enter amounts for your rent, water, and utilities.
     - Enter in the number of tenants living in your apartment or house (including you).

   - **Travel Expenses**
     - Mileage Expenses: Enter the number of days you traveled for the week. Then, enter the number of miles you traveled each day that week. Do not send in receipts for gas.
     - Public Transit Expenses: Select the type of transit you used by clicking the box next to your choice. Enter the name of the company and the city & state where it is located. Enter the amount of your weekly fare (or the number of days you traveled and the fare for each day if you paid daily).
     - One Time/Once per Month Travel: Select the monthly pass(es) and/or ticket(s) you purchased for the month. If you selected “other,” provide a description in the far right box. Enter the name of the
company you used and where you went. Enter the total cost of the
ticket (including tax). Enter the dates of travel for extended trips.
6. Print off the form, staple receipts in the order in which they appear on the report
and mail, with your hour logs, to the Bonner Office (information and deadlines on
page 9).

**Monthly Reflections & End of Summer Capstone
Reflection**

**Monthly Reflections**
We ask that you complete and submit monthly reflections. In your Summer Service packets, you
will receive additional guidelines.

**End of Summer Capstone Reflection**
There are currently 3 choices for completing your End of Summer Capstone Reflection:

1) Powerpoint Presentation to incoming First Years and others: Present a powerpoint
presentation, complete with pictures, video, facts, etc. about your site, your CLA and
how well your time was spent re: your service and learning objectives. This option
happens once school has started and will mean that your SES check isn’t cut until after
you’ve presented.

2) Movie: Submit a storyboard and upload a finished, edited movie (less than 5 minutes) re:
your site and your CLA and how well your time was spent re: your service and learning
objectives to youtube.com and send me a link to it. For those of you who will be in town,
or those who can make a trip to Spartanburg in the middle of the summer, flip cameras
are available to be checked out from the Bonner Office.

3) Essay or Journal: At least 2250 words. Use your monthly reflections to design a
culminating piece that captures the overall learning of your summer. The important thing
is to show that you are truly reflecting on your summer work. A special document in your
Summer of Service packet will help you figure out how to approach monthly reflections.

4) If you have a great idea for some other form of reflection you’d like to pitch, feel free to do
so. You will have to receive written approval for a different form of reflection before it
can be accepted. Scrapbooks will not be an approved medium for reflection. In the
past, they have just not been anywhere as substantial and significant as reflection on
280 hours of service should be.
## Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Item(s) Due</th>
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<tbody>
<tr>
<td>Friday, April 15(^{th}), 2011</td>
<td>o Summer Service Proposal (online)</td>
</tr>
<tr>
<td></td>
<td>o <em>if applicable, Rising Senior Enrichment Grant Application</em></td>
</tr>
<tr>
<td>Friday, April 22(^{nd}), 2011</td>
<td>o Summer Living Stipend Request Form (on paper)</td>
</tr>
<tr>
<td>Friday, June 10(^{th}), 2011</td>
<td>o Summer Community Learning Agreement</td>
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<td></td>
<td>o May Hour Log</td>
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<tr>
<td></td>
<td>o May Expense Report with Receipts</td>
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<td></td>
<td>o Reflection #1</td>
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<tr>
<td>Friday, July 8(^{th}), 2011</td>
<td>o June Hour Log</td>
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<td></td>
<td>o June Expense Report with Receipts</td>
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<td></td>
<td>o Reflection #2</td>
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<tr>
<td>Friday, August 12(^{th}), 2011</td>
<td>o July Hour Log</td>
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<td></td>
<td>o July Expense Report with Receipts</td>
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<td>o Reflection #3</td>
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<td></td>
<td>o Declaration of what type of Summer Capstone you will do</td>
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<tr>
<td>Friday, September 9(^{th}), 2010</td>
<td>o August Hour Log,</td>
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<tr>
<td><em>(before you can receive your</em></td>
<td>o August Expense Report with Receipts</td>
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<tr>
<td><em>Summer Earning Stipend check)</em></td>
<td>o End of Summer Capstone</td>
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* if you elect to do the Powerpoint or movie reflections, those will be scheduled within two weeks of the start of classes.

Items must be **received in the Bonner Office (not postmarked)** by the dates listed above.

**Mail paperwork to:**
Wofford College Bonner Scholars Program  
c/o Allyn Steele  
429 North Church St.  
Spartanburg, SC 29303

If you have any questions, contact Allyn Steele  
Email: SteeleAL@wofford.edu or Phone: 864.597.4402