

Funding Of Student Projects For Outside Organizations

Addendum to Lab Fee Policy and Procedures School of Communications, Webster University

Definition and Scope

As part of their learning outcomes, certain classes in the School of Communications plan, create and execute campaigns, production projects or events for organizations and businesses outside the University. These activities provide students with actual laboratory learning experiences and afford the University an opportunity to participate in community outreach.

Funding of Student Projects

Funding of expenses associated with the planning and execution of campaigns, projects or events by students on behalf of an outside organization or business is the sole responsibility of the organization or business receiving the benefit of the work. Lab fees attached to University tuition to support learning outcomes are intended to benefit the student by providing learning materials or academic work product and may not be used to fund projects that benefit outside organizations or businesses.

Project Service Matching Grants

In addition to providing opportunities for students to gain real-world experience in their chosen field of study, the School of Communications also seeks to serve as a community resource by providing expertise and assistance to worthy organizations and businesses. Often these organizations turn to Webster University for help due to limited resources available to seek professional assistance elsewhere. The School of Communications has created a Project Service Matching Grant program to help provide limited funding that will serve as a catalyst to bring worthy community organizations together with students to achieve their communications goals and provide real-world learning experiences.

Project Service Matching Grant Purpose – The Webster University School of Communications Project Service Matching Grant helps provide funding for student projects conducted as a part of a class under the supervision of a University instructor or adjunct instructor. It is intended to supplement organizations or businesses unable to fund the full expenses associated with the project, campaign, event or initiative students will undertake on their behalf.

Project Service Matching Grant Scope – The Webster University School of Communications Project Service Matching Grant will provide matching funds for student projects conducted as a part of a class under the supervision of a University instructor or adjunct instructor in an amount up to \$500. To receive the full \$500 matching grant available, the project budget would need to total \$1,000 with \$500 provided by the client and \$500 provided by the matching grant. Any expense above this amount is the responsibility of the client organization.

Project Service Matching Grant Applications – Any commercial business or qualified 501(c)(3) non-profit organization may apply for a Project Service Matching Grant once its proposed project is accepted by the course instructor and a budget and project outline is developed. The instructor will complete the Project Service Matching Grant application attaching the project outline and budget. The application must be approved by a representative of the applying organization, the program coordinator for the course, and the dean of the School of Communications. Once approved, a project account will be set up

from which reimbursement for project expenses will be made. The client organization will provide a check made payable to Webster University for its share of the project budget. The client organization funds along with the matching grant funds will be credited to the project account. Any expenses above and beyond the approved maximum for the grant will be the responsibility of the project client and must be submitted to the client for reimbursement. Work on projects for which Project Service Matching Grant reimbursement is expected may not proceed until grant approval is received.

Role of Lab Fees In Student Projects

Lab fees attached to tuition associated with School of Communications classes are to be used to provide students with learning resource materials and may not be used to cover expenses associated with the planning and execution of a project for an outside organization or business. Lab fees may be used to cover appropriate expenses as listed in the School of Communications Lab Fee Policy. Appropriate expenses may include such things as copies of plans and binders for students to keep, materials they will retain for portfolios, or supplies necessary for the students to generate such materials. Clients may not be reimbursed from lab fees for presentations to the class. Instructors must request a minimal lab fee to cover these expenses benefiting students at the time the class is scheduled for inclusion in the term.

Project Budgeting and Accounting

It will be the responsibility of the instructor of the class undertaking projects for outside organizations or businesses to track and present all documentation for reimbursement under the process and procedures defined in the School of Communications Lab Fee Policy. Creating a budget, tracking costs and preparing reimbursement documentation and final project accounting are learning outcomes to be included in all student project classes and may be executed by students as a part of the project. However, final review and approval of all budget materials, as well as preparation and submission of all requests for reimbursement, will be the responsibility of the instructor and must be completed in a timely bases as described in the School of Communications Lab Fee Policy.

August 2005

Webster University School of Communications Project Service Matching Grant Application

The Webster University School of Communications Project Service Matching Grant provides funding for student projects conducted as a part of a class under the supervision of a University instructor or adjunct instructor. It is intended to provide resources for organizations or businesses unable to fully fund the expenses associated with the project, campaign, event or initiative students will undertake on their behalf. Any commercial business or qualified 501(c)(3) non-profit organization may apply for a Project Service Matching Grant once its proposed project is accepted by the course instructor and a budget and project outline is developed. The instructor will complete the Project Service Matching Grant application attaching the project outline and budget.

Requesting Organization _____

Applicant Contact _____

Address _____

Telephone _____ Email _____

Class Proposing Project _____ Term _____

Instructor _____ Phone _____ Email _____

Total Amount of Grant Sought \$ _____ Total Project Budget \$ _____

Project Description _____

Learning Outcomes Addressed by Project _____

Instructor: _____ Date _____

Organization Representation: _____ Date _____

Program Coordinator: _____ Date _____

Dean: _____ Date _____