Eligibility:

- Grades K-12 from schools in Louisiana and Mississippi are eligible.
- Any subject area is eligible for participation in the Service Learning Program.
- Applications for the 2024-2025 school year will be accepted electronically via the STEM Library Lab website between February 1, 2024 – April 26, 2024.
- Projects are part of a school course or classroom learning; grant awards do not fund extracurricular activities such as school clubs (or the community service projects of a club).

Policies:

- More than one teacher from the same school is permitted to apply for service learning awards.
- Each teacher is permitted to submit more than one application.
- Program requirements:
  - The Service Learning Program adheres to the National Youth Leadership Council (NYLC) definition and standards of Service Learning.
  - All funded service-learning projects must include classroom learning and require a partnership with a service organization (such as a non-profit or school other than your own).
  - The projects must follow the IPARD (Investigation, Preparation, Action, Reflection, and Demonstration) model developed by the NYLC. Visit www.stemlibrarylab.org/slp for more information about the IPARD model.

Reporting requirements:

- Expenditure, Evaluation and Reflection Report Form - All Service Learning Award recipients must complete an expenditure report that summarizes the service learning project and accounts for funds awarded and spent.
- Principal’s Award Report - All Principal’s Award Recipients must complete an award report that outlines how the funds were spent.
- Changes Request Form - Any changes made to the scope of a Service Learning project (i.e. – budget, personnel, service partner, or curriculum) must be approved BEFORE the changes are made. A Changes Form must be submitted to request the approval of changes.
Funding Parameters

The application process determines the amount of the award. Each applicant proposes a budget based on the classroom materials, transportation, fees, and other funding needed to execute the service learning project.

- Award checks are issued to the school and not the staff/teacher.
- The awards are issued once a year in September.
- Funds must be spent within the same school year received and only for the proposed service learning plan. Funds can only be used as proposed in the budget.
- Funds can only be used in the state in which the school is located.
- Funds must be used to support students and schools in their service to their community with the consensus of participating students.

Examples of acceptable uses of award money:

- Transportation fees.
- Materials used during the project (e.g. – art supplies, gardening supplies, fabric for making quilts and blankets, books for researching the project topic).
- Snacks and water for service work offsite.
- Non-profit partner fees.

Award money may NOT be used to the following:

- Purchase uniforms or t-shirts of any type.
- Give scholarships of any type.
- Clubs, extracurricular activities, or afterschool programs.
- Compensate teachers, substitute teachers, staff, guest speakers, trainers, etc.
- Purchase equipment used solely for the school such as signage, computers, or iPads.
- Pay for overnight travel or retreats.
- Give grants, loans, or donations to individuals.
- Donations to individuals.

For more information about the service learning program, email Maria Landrum, the Service Learning Manager at maria@stemlibrarylab.org or call 504-517-3584, ext. 3.