

Policies and Procedures for Student Enrichment Fund Awards

- 1) Applicants must be full-time students in good academic standing. Applicants must have completed at least 45 credit hours before the proposed disbursement of funds begin.
- 2) To apply for an award, an applicant must write a proposal that includes the following five items:
 - a. Description of the Project: A statement of specific and measurable or observable objectives planned by the student. Each planned activity and experience must be described in the proposal. In some cases, a student may wish to strengthen their proposal by providing additional documentation of the planned activities and experiences from an external source. Students must include a statement if Institutional Review Board (IRB) approval, acceptance into a program, or any other form of acceptance or approval is required for the planned experience. The description must be between 250-300 words in length.
 - b. Goals of the Project: A statement of outcomes for each stated objective in the proposal. The statement should include activities the recipient of the award will undertake to contribute to the betterment of peers after the conclusion of the experience. The goals must be between 250-300 words in length.
 - c. Personal Statement: A statement describing why this particular project/experience will be enriching to the student's academic experience, plus a statement regarding how the project/experience would have a positive impact on academic, professional and/or personal development. The statement must be between 250-300 words in length.
 - d. Budget: A detailed list of itemized expenses, which may include costs for transportation, meals, housing, registration fees, supplies, and incidentals. Ozarks tuition should not be included. Applicants must note all other funding expected or applied for, including the personal contribution.
 - e. Letter of Support: A letter from the project advisor that addresses the extent of the advisor's knowledge of the student's skills and interests, the student's ability to successfully complete the project, and the value of the student's project to his or her academic, profession, and /or personal development.

- 3) The student must turn in a draft of his/her application to *one* member of the Student Enrichment Fund committee for review before the due date. This ensures the application is completed appropriately and allows the student to receive feedback before the final deadline for submission. It is recommended that the review take place at least one week before the deadline.

Committee members include:

Ms. Brandy Green-Russell (bgreen@ozarks.edu)
 Dr. Ye Wang (ywang@ozarks.edu)
 Dr. Daniel Fudge (dfudge@ozarks.edu)
 Dr. Argelia Garcia Saldivar (agsaldivar@ozarks.edu)
 Ms. Debbie Carlton (dcarlton@ozarks.edu)
 Ms. Micayla Sharkey (msharkey@ozarks.edu)
 Ms. Nicole England (nengland@ozarks.edu)
 Ms. Kim Maddox (kmaddox@ozarks.edu)

- 4) Proposals are eligible for an award if they are in one of the following categories:

Research Projects: Projects that require the student or a student/faculty team to identify and pursue a research topic. These must not be components of a course in which the student is enrolled, other than an independent study or a capstone course.

Creative Projects: Activities and experiences related to the arts. These must not be components of a course in which the student is enrolled, other than an independent study or a capstone course.

Professional Preparation: Projects that include internships or significant career-related activities.

International Experience: Proposals for study abroad or study away that involve a direct connection to the students' long-term academic or career goals and their academic or career path. Since eligible experiences must be planned by the applicants, Ozarks Abroad trips that are a part of a course are ineligible for funding.

- 5) Applicants must return to Ozarks for at least one semester following the completion of a project in order to complete their obligation to contribute to the betterment of peers after the conclusion on the project. Students who do not return and students who do not complete their obligation to the campus community will be billed to reimburse the AEF.
- 6) Students are responsible for ensuring that other scholarship funds they are receiving are not endangered by receiving AEF funds. This includes obtaining a certification that the project complies with all regulations of student's current scholarships.
- 7) Completed applications should be sent electronically to Dody Pelts (dpelts@ozarks.edu) by the 1st of each month to be considered at the committee's monthly meeting.