

**2013 President's Higher Education
Community Service Honor Roll
Combined Q&A from Webinars and Conference Call**

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Limited Application Extension (for Institutions Affected by Super Storm Sandy)

We are located on Long Island; we had planned to work on the application with the different people responsible for the projects we'll be featuring during the two weeks we lost due to Hurricane Sandy. I do believe we can get it done by the deadline, but we are scrambling a bit. I was wondering if a short extension might be possible.

If an institution impacted by super storm Sandy submits an explanation as to how the storm prevents it from submitting an application by November 29th, CNCS is prepared to accept the explanation and grant an **extension until 5:00 PM, Monday, December 10, 2012**. Regardless of the extent of the storm's impact on a particular institution, extensions beyond December 10th will not be granted because of the time required to review applications and complete the administration of the competition. Note: All potential applicants, including those impacted by the storm, must submit their request for an extension, along with **an explanation and supporting documentation, no later than 5:00 PM ET, Friday, November 30th** via the following CNCS late application email address: LateApplications@cns.gov. Official **notification of the approval of your request** for an extension due to Sandy's impact will be sent via email by **no later than 5:00PM ET, Monday, December 4th**.

General

Is there a contact person available to answer questions as applicants are completing their applications?

There are two ways to get your questions answered during the application process:

- Call the Honor Roll support line at 202-606-3222. Rob Bisi, Project Manager for Honor Roll will respond to questions from the support line.
- Email honorroll@campaignconsultation.com and Shannon McGarry, Sharon Rabb or Arthurine Walker will respond to your question.

Is there an application fee?

There is no fee to apply to the President's Honor Roll.

Is there a way to find out if your institution has previously applied to the Honor Roll?

Yes, send your request to Honorroll@CampaignConsultation.com and we can let you know.

What is new about this year's application requirements?

This is the third consecutive year for which we are using the same application, so nothing has changed.

The Official Applicant

Does the application have to pertain to the entire institution, or can a particular school from an educational institution that meets the stated criteria apply?

The Honor Roll looks at the applicant based on your tax ID number. If the entire institution, including the individual schools from that system, shares one tax ID number, then essentially the application represents the entire institution and the schools do not apply separately.

Word and Character Limits

Is there a word limit for project narratives?

There is a character limit. The first project in each category allows for 2,000 characters, and then the second and third projects allow 1,500 characters each.

For the character limitations in the application: Is this with or without spaces?

The character limit does include spaces.

Learning from Past Applications

Is there any way that we could get information on the reports that we submitted last year to find out where we are weak?

Email a copy of last year's application to honorroll@campaignconsultation.com. We do not have your score, but we will do a basic review of your application and share that feedback with you.

Is it possible to view successful applications from past years?

The Corporation for National and Community Service does not share Honor Roll applications. However, if you are interested in looking at successful project descriptions, there are a few project descriptions included in the Honor Roll Guidance on the [Resources page](#) of the [Honor Roll application site](#) under Official Honor Roll Documents.

Is there a way to find out if your institution has previously applied to the Honor Roll?

Yes, send your request to Honorroll@CampaignConsultation.com and we can let you know.

TA Webinars

Were the webinars mandatory?

No, the webinars were not mandatory. They are a technical assistance tool provided by CNCS to assist applicants with the application process.

Types of Service

What is the difference between indirect and direct service? Can you provide some examples of indirect and direct service?

Indirect service is typically service that is about building capacity for an organization. Indirect service could include having students involved in helping a nonprofit institution to recruit volunteers for their organization, modifying curriculum for students with special needs, or helping with outreach or fundraising.

Direct service is service that is provided directly to the community in need. Direct service could include tutoring or mentoring, building houses, planting trees, or creating a community garden for example.

Does the President's Higher Education Community Service Honor Roll differentiate between service projects (which may be annual events but are generally short-term service opportunities) and service programs (structures that facilitate ongoing service)?

The Honor Roll is interested in a sustained commitment to service, so ongoing projects are more likely to meet that definition. However, it is up to your institution to make the case for how a short-term service project can have a significant impact if you choose to submit short-term projects as part of your application.

General Community Service and Special Focus Area Categories

If our institution applies to the Summer Learning Special Focus Area, do we need project data that demonstrates a reduction in the "summer slide"? Do we need to show that most or all of the participants were from lower income communities for all of the projects?

While you do not need to have that data in order to apply to the Summer Learning special focus area, that type of data can help to strengthen your application in that category. In your project descriptions, you want to emphasize how the service projects improved educational achievement for the participating youth.

If our institution applies to a Special Focus Area do we need to complete a project description for each of the Special Focus Area categories?

No. Your institution would need to submit three (3) project descriptions for the one special focus area to which your institution is applying. For example, if your institution applies to the Summer Learning special focus area category, you would need to have three (3) separate project descriptions that reflect the work in that category. Institutions can only apply to one special focus area.

Is it acceptable to use the same projects in both the special focus area and the general community service area?

No. The guidance states that if you are submitting in both the general community service and special focus area categories that you must submit 6 project descriptions. In the general community service area, you would want the description to paint the whole picture of the service in which your institution is engaged. In the special focus area section, you want to focus on how your institution's service project addresses the special focus area to which you are applying.

If an institution applies under the special focus area only, and is not qualified, or does not receive a special focus area award, is the application automatically considered for an award under the general community service category, even if it didn't apply to it?

It would not be considered in the general community service. We would not move you from one category to another. However, please note that from an announcement standpoint, all Honor Roll members in both the general community service and special focus area categories are listed together in the program book. This is the same for the Honor Roll with Distinction category. It is only at the Finalist and Presidential Award level that we distinguish between the categories in which you applied during the announcement.

Must an institution apply under both general community service and special focus area categories in order to be considered for the Honor Roll? For either the special focus area or the general community service area; do you have to apply under both to be considered for both?

You can apply to just the general community service. You can apply to the special focus areas category, but only in one of the focus areas. Or, you can apply to both the general community service and special focus area. In order to be considered for both categories, you must apply to both categories. We will not consider you in a category in which you did not apply.

Are the three categories listed under Promise Neighborhoods the only ways in which a project can be considered Promise Neighborhood worthy?

No, there are many activities beyond those listed that could be considered in the Promise Neighborhoods model category. Institutions submitting applications in this category are those that work with community partners to develop wrap-around, youth-focused services that are designed to improve educational and developmental outcomes for children in their communities. For example, projects that provide an after-school meal to students who may be going hungry, additional help through Saturday classes, or teen sports that help kids in the classroom learn how to work together would be considered in this category.

Is there a benefit to applying to both the general and special focus area categories?

The applications are considered separately, so there is no benefit to applying to both. You can choose to apply to one or the other or both. When it comes to the special focus areas, you

should decide whether or not your institution has focused its efforts on one of the three education areas that fall into the special focus areas category.

Can project descriptions to the general community service category focus on an institutional project like club events or community service?

Community service is defined as work that's being done in collaboration with a nonprofit or school that is meeting an identified need in the community. If the clubs at the institution have developed projects in collaboration with the community and have had some formal or informal discussion with the community to identify what the community needs are, then absolutely. What is important is that the service project is meeting a need within the community.

Can we apply for only one Special Focus Area or for multiple Special Focus Areas?

You can only apply to one of the three Special Focus Area categories. Schools that apply in these categories are generally those that have a specific area of community need in which they have chosen to focus their efforts through multiple projects or activities.

Institutional Support for Service

What sections of the application are you reviewing to determine the score for the 60%?

The 11 questions that account for 60% of the application's score can be found on page 3 of the online application in the "General Community Service: Student Participation in Service" section and on page 6 of the online application in the "Institutional Supports for Service" section.

What is an example of an institution's internal budgetary allocation to support service?

There are many ways in which an institution may support service through budgetary allocations. Does it support one or more staff members who are focused on service? Is service considered in faculty promotions? Is there support for utilizing service as a teaching methodology through service-learning courses? Is the institution allocating funds for campus ministry or campus clubs that provide service?

We don't require service-learning courses in any discipline. Does that lessen our chance of earning the designation?

No. The number of students engaged in service at your institution is weighted more heavily than whether or not service-learning is required. Your institution should still complete the application.

Does service-learning requirement in a minor qualify?

A minor wouldn't count towards your response to the question about a service-learning requirement for at least one major at the college/university. However, mentioning in your project narrative, or in your institutional commitment to service statement, that service-

learning is part of several minors at your institution, is still a valuable piece of your institution's overall commitment.

Community Service Staff (full-time or equivalent)

In terms of support for a full-time position focused on community service, would it count if the positions are currently funded by the Department of Education grants?

Yes, it still counts. Where it is funded is not as important as the fact that the school has chosen to utilize those funds from the Department of Ed to have a full-time person responsible for community service, as opposed to using those funds for something else.

Can a VISTA member count as a full-time staff member?

While VISTA are not staff, nor can they replace staff, for the purpose of the Honor Roll, a VISTA working full-time to coordinate community service on campus does count as having a full-time “staff member” responsible for community service.

We didn't have a full-time staff member in June, but we do now, can I say yes we have this?

Yes.

Do you have to have one full-time dedicated, 100% community service, or would one full-time person responsible for community service and other work-study duties be acceptable?

This question is intended to quantify the institution's commitment to service. We are looking to see that the amount of time dedicated to community service and service-learning amounts to at least one full-time position, meaning 40 hours per week. Many institutions have one half-time person and another faculty or VISTA member who spends half of his/her time administering service-learning. This can be combined to make one full-time position.

Does staff member coordinating service-learning preclude faculty?

No, it does not. Having one full-time equivalent person includes staff members, faculty members, and AmeriCorps VISTA members who are on the campus coordinating service.

Projects/Service Eligible for Submission Under the 2013 Honor Roll

Projects That Can Be Submitted or Counted

Last year, our institution participated in President Obama's Interfaith and Community Service Challenge and we are participating again this year. Can we include that project in our application?

Yes, absolutely. The Honor Roll accepts all activities that meet the definition of community service, including projects done through or previously honored by other Presidential initiatives.

Our institution has an AmeriCorps program in which some of the members are not students. Can we count those members towards our service numbers?

Yes, you can include the projects and service hours from AmeriCorps projects in the overall service hours being performed by members of your institution. However, you want to be careful that you are not counting the non-student AmeriCorps members' hours as student service hours.

Is jury duty considered community service?

No. Jury duty is not considered community service under the Honor Roll.

Is campus-based community service appropriate? For example, does volunteering as part of student government or at the women's center on campus count?

Participation in student government would not count as service under the Honor Roll as this structure is designed for the benefits of the students rather than for the community outside of the school. If the women's center on campus provides services to community members to address a critical need facing the community, it could count. However, if the women's center is solely for the benefit of the college students, it would not count as community service under the Honor Roll.

Can a national program, such as *After School All Stars* or *Gear Up*, be used as one of our institution's project descriptions, especially if our institution is writing an innovative curriculum with that group?

Yes, as long as the service impacts a community outside of the institution.

Does the President's Higher Education Community Service Honor Roll differentiate between service projects (which may be annual events but are generally short-term service opportunities) and service programs (structures that facilitate ongoing service)?

The Honor Roll is interested in a sustained commitment to service, so ongoing projects are more likely to meet that definition. However, it is up to your institution to make the case for how a short-term service project can have a significant impact if you choose to submit short-term projects as part of your application.

Can project descriptions to the general community service category focus on an institutional project like club events or community service?

Community service is defined as work that's being done in collaboration with a nonprofit or school that is meeting an identified need in the community. If the clubs at the institution have developed projects in collaboration with the community and have had some formal or informal discussion with the community to identify what the community needs are, then absolutely. What is important is that the service project is meeting a need within the community.

Projects Funded Under Grants, Include a Stipend, or a Fee

One of our longstanding services to the community has a modest sliding scale fee to help offset the cost. Can this still be considered community service?

Yes, just because the service is being paid for does not disqualify a project from being considered community service. If the service is meeting an identified need in the community and the sliding scale represents a significant discount on what the service would cost in the open market, this can still be considered community service under the Honor Roll.

A number of offices or centers on our campus provide a service that meets a significant community need through grant funded efforts. The faculty and students that are involved in these efforts are receiving some kind of salary through the grant. How is that recognized within the Honor Roll?

That is still considered community service under the Honor Roll. Using grant funds to pay for student workers and faculty does not disqualify a project from being considered community service. Highlight that students and faculty are involved in meeting a community need and describe the impact of the project. Ask the faculty and students involved with the project to elaborate on the project and the impact.

We have many summer programs where students are paid a stipend to work with the youth in a variety of settings. Can we assess those hours of service as potential volunteer hours?

The Honor Roll does not measure volunteer hours, the Honor Roll measures service hours. These service hours may include a stipend and you can assess those hours as part of the total service hours performed by students.

Internships and Practica

When do internship hours count for service-learning? Can hours served by student teachers in the classroom, which are also required as part of the degree program, be counted as service-learning hours?

Internship hours including required student teaching may be counted as service if it meets the following three criteria:

1. The service being performed meets a community need. For example, the school where the student teaching is taking place is in an underserved community with a teacher shortage.
2. There is an intentional learning outcome.
3. There is an opportunity for the interns/student teachers to reflect on the service and the learning that comes from it.

What service hours are counted for internships?

For internships, the only hours that can be counted are those spent planning (in or out of the classroom) or delivering the service activities. Hours spent in the classroom on the learning aspect of the internship as well as hours spent in or out of the classroom that are unrelated to the service to the community cannot be counted.

Does student teaching count for service?

Yes, it does. What we're really looking for there is that educational institutions will place students in communities with a high need, such as communities with a teacher shortage, so that the internship provides a real service to the school where the internship takes place as well as a teaching experience for that student.

Local, Non-Local, or International Service

Should our institution prioritize local project examples rather than projects making international impacts?

The Honor Roll does not value one over the other.

Do service and service-learning hours logged outside the United States count toward the hour tally for the Honor Roll if they are part of the college's programs (Spring Break trips, service-learning semester abroad, etc.)?

Yes, all service hours performed by students registered at your institution can count toward the total number of service hours, whether the service was done locally, in another state, or internationally.

Counting Service Hours and Timeframe

For the 2013 President's Honor Roll Application, can we count community service that took place after July 31, 2012?

The application should reflect data from projects that took place between July 1, 2011 and June 30, 2012. Service that took place after June 30, 2012 would need to be counted for next year's application.

How do we count hours from summer courses that partially overlap with the July 1, 2011 to July 30, 2012 dates? For example, a course that began on June 9, 2012, but ended on July 31, 2012?

For our purposes, since it started during the previous academic year, you could count those numbers on this year's application.

When referencing data and information from projects, what timeframe should we be using?

The application should reflect data from projects that took place between July 1, 2011 and June 30, 2012.

Do service hours have to be completed in the community outside of the university, or does service within the university, such as students completing internships in the service or service-learning office count?

If students completing internships in the service-learning office are planning or implementing projects that take place in the community or impacting community members outside the university, that does count. If they are doing administrative work in the service-learning office, that does not count.

What service hours are counted for internships?

For internships, the only hours that can be counted are those spent planning (in or out of the classroom) or delivering the service activities. Hours spent in the classroom on the learning aspect of the internship as well as hours spent in or out of the classroom that are unrelated to the service to the community cannot be counted.

Service-Learning

What is service-learning?

Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Students engaged in high quality service-learning meet the needs of their communities while increasing their academic achievement. Service-learning students also take part in structured time to investigate community needs, thoughtful planning of the service project, and guided reflection regarding the relationship between their service experience and their more traditional in-class learning. Overall, the most important feature of effective service-learning programs is that students engage equally with learning and service and reflect on their intersections.

Do service hours have to be completed in the community outside of the university, or does service within the university, such as students completing internships in the service or service-learning office count?

If students completing internships in the service-learning office are planning or implementing projects that take place in the community or impacting community members outside the university, that does count. If they are doing administrative work in the service-learning office, that does not count.

Does student teaching count for service?

Yes, it does. What we're really looking for there is that educational institutions will place students in communities with a high need, such as communities with a teacher shortage, so that the internship provides a real service to the school where the internship takes place as well as a teaching experience for that student.

We don't require service-learning courses in any discipline. Does that lessen our chance of earning the designation?

No. The number of students engaged in service at your institution is weighted more heavily than whether or not service-learning is required. Your institution should still complete the application.

Does service-learning requirement in a minor qualify?

A minor wouldn't count towards your response to the question about a service-learning requirement for at least one major at the college/university. However, mentioning in your project narrative, or in your institutional commitment to service statement, that service-learning is part of several minors at your institution, is still a valuable piece of your institution's overall commitment.

If your student serves through different venues; that is, a club and a service-learning class, how do we avoid duplication in the number of students participating in community service?

To avoid duplication in collecting data about service hours, identify the primary ways through which students serve and appoint data collectors within those groups, be it service-learning faculty, athletic teams, or sororities and fraternities. To avoid duplication in collecting data about the number of students engaged in service, you could institute a single data collection system – a paper form, an online tool, or smartphone app that each student would complete once, but record all of their service activities.

When do internship hours count for service-learning? Can hours served by student teachers in the classroom, which are also required as part of the degree program, be counted as service-learning hours?

Internship hours including required student teaching may be counted as service if it meets the following three criteria:

1. The service being performed meets a community need. For example, the school where the student teaching is taking place is in an underserved community with a teacher shortage.
2. There is an intentional learning outcome.
3. There is an opportunity for the interns/student teachers to reflect on the service and the learning that comes from it.

Do service and service-learning hours logged outside the United States count toward the hour tally for the Honor Roll if they are part of the college's programs (Spring Break trips, service-learning semester abroad, etc.)?

Yes, all service hours performed by students registered at your institution can count toward the total number of service hours, whether the service was done locally, in another state, or internationally.

Project Narratives/Descriptions (including what constitutes a project?)

If, based on the work-study commitment, we know we are not eligible beyond Honor Roll status, should we complete the narrative section?

In order to submit your application and be considered for the Honor Roll, your institution will need to complete the project narrative section. You cannot submit the application without the narrative.

If we meet just the minimum work-study requirement of seven percent and then get a medium score on the institutional supports part of the application would our narratives be read?

The narratives are typically reviewed only for institutions with high scores in the Institutional Support for Service section of the application. If you had seven percent but you were a high scoring school, your narrative would still be read.

Our institution has been on the Honor Roll before. Is there an advantage or disadvantage to using the same project description as used in previous years?

The Honor Roll seeks to recognize institutions that demonstrate a long-term commitment to campus-community partnerships. Using past project descriptions indicates that your institution has been engaged in that project for some time. What is important is that the project descriptions include how the institution has evaluated project success and used the data from those evaluations to improve the service to the community. In the project descriptions, it is important to demonstrate the impact that the service is having in the community and how this has evolved and strengthened over time.

Can multiple service trips count as one project?

Yes. Institutions can choose the way that they count multiple service trips. For example, if your institution sent several teams of students to New Orleans to continue with the rebuilding in the summer, over spring break, and over winter break, the institution could choose to count that as one project. What defines “a” project is up to the institution.

Can projects from the 2012 Honor Roll be featured again in the 2013 Honor Roll?

You can absolutely utilize projects that you used on last year's application on this year's application. The Honor Roll is really interested in a sustained commitment to service. If your institution has been working on this project over time, then we certainly would be happy to hear about that project again. Please make sure to update the description with additional accomplishments, how you've evaluated your work over time and what changes, if any, you've made as a result of your assessment.

Is there a word limit for project narratives?

There is a character limit. The first project in each category allows for 2,000 characters, and then the second and third projects allow 1,500 characters each.

In our project descriptions, is it better to choose projects that served more people or projects that had larger student participation?

The Honor Roll is looking to honor impact on those in your community. For the project descriptions, choose the projects that are creating the greatest change rather than focusing on the numbers.

Can project descriptions to the general community service category focus on an institutional project like club events or community service?

Community service is defined as work that's being done in collaboration with a nonprofit or school that is meeting an identified need in the community. If the clubs at the institution have developed projects in collaboration with the community and have had some formal or informal discussion with the community to identify what the community needs are, then absolutely. What is important is that the service project is meeting a need within the community.

We have different campus organizations, and they all find different needs in the community. How do we put that together?

We have had lots of questions from institutions about what defines a project. While you only have the opportunity to list three projects, how a project is defined is really up to the school. Some organizations will group together several activities with a similar goal, addressing a similar need, or meeting the needs of the same audience and discuss it as one project; others will break it up by location, or group all distance activities done as part of summer, winter, and spring break. The Honor Roll allows the institution to define what constitutes a project and this

allows you to combine initiatives in the way that allows the institution to demonstrate its greatest impact.

What would be an example of a well written or good project to showcase?

There are several good examples of project narratives in the Honor Roll Guidance, which may be found under the heading “Official Honor Roll Documents” on the Honor Roll [Resources page](#).

Can we submit only two projects?

No. The application requires that for each category to which institutions apply—General Community Service or Special Focus Areas—that the institution submits three project examples. However, please keep in mind that the Honor Roll does not have a specific definition of a project and leaves it to the institution to define what constitutes a single project.

Does the President’s Higher Education Community Service Honor Roll differentiate between service projects (which may be annual events but are generally short-term service opportunities) and service programs (structures that facilitate ongoing service)?

The Honor Roll is interested in a sustained commitment to service, so ongoing projects are more likely to meet that definition. However, it is up to your institution to make the case for how a short-term service project can have a significant impact if you choose to submit short-term projects as part of your application.

Aside from updates on numbers, how much different do examples have to be from the previous year?

In relation to project examples, in addition to updating any numbers, institutions should provide updated information on the results of your service; if there has been an evaluation and what changes were made as a result of the assessment.

Community Partnerships

Where in the application do we have the opportunity to describe our relationship with our partners?

There are two places in the application where you have the opportunity to describe your relationship with your partners. The institutional commitment to service statement allows the institution to share what it’s doing internally and how it is connecting with the community. The project descriptions provide another opportunity to share information about the community groups with which your institution partners to provide services in the community.

Each year, our college wants to submit our absolute best, strongest, and longest community partnership for the General Community Service category, yet we are afraid to highlight the same partnerships each year. Does this matter? Is there a “memory” to the Honor Roll per institution? We have a huge variety of community service partnerships to choose from, but do want to be able to highlight our strongest ones.

It is important to highlight the partnerships that the institution believes are the strongest and those that result in the greatest impact in the community. While the Honor Roll does have a memory, your choice to utilize the same partnerships may be an indication of the long-standing nature of these partnerships. Please ensure that you update the information to indicate any changes in the partnership, lessons learned from working together and greater impact achieved due to the on-going partnership.

Evidence of Impact

You mentioned impact in the community and the assessment of that impact. I didn't hear you say that you're interested in the assessment of student learning.

The Honor Roll is primarily focused on the impact that service and service-learning has in the community. We also recognize the impact that service has on learning. If your institution has outcome data to demonstrate both the impact that service is having in the community, and also the impact that it is having on student learning, your institution should include that information on its application.

We are a polytechnic campus, so we do not have many students involved in a project, but students spend numerous hours on projects—sometimes up to 200 to 300 hours per class—and their impact is on 1,000 or many thousands of people. Should we be highlighting those projects, or should we be highlighting projects where we are getting more students involved, but maybe the impact isn't as strong?

In terms of the Honor Roll and looking at impact, a project where there are fewer students but they are creating a significant impact in the community is going to weigh as much as a project that involves many students. At the narrative stage, where the institution is describing service project examples, the focus is on outcomes and impact in the community and not on numbers.

Can you describe what is meant by measurable impact?

The Honor Roll is looking for institutions to tell us about the results of the services provided by students, faculty and staff in the community. We want to know what the change is as a result of the service and how you're measuring that change.

For quantitative data for a project such as feeding and caring for the homeless, would the number of persons served work for quantifying outcomes?

It is important to quantify the number of people that are served, but it is also important to quantify the impact that the service has had in the community by demonstrating the changes that are being seen in the community as a result of the services provided.

What specific guidelines do you have for how we should demonstrate community impact? How have the expectations changed from the previous year's application process?

The application asks that applicants provide a demonstration of measurable impact. In other words, what has changed as a result of the service your institution is providing in the community? This has been the case for the past two years, so nothing has changes in this year's application process.

Two years ago, CNCS changed the application review process from an emphasis on inputs (number of students engaged in service) to focus on outcomes (positive changes in the community as a result of student service).

Submitting Supplementary Materials

Is there any limit to the number of pictures and documents that can be submitted with the application?

There is no limit to the number of photos that can be submitted with the application. However, we discourage you from submitting supplementary documents with your application as they will not be considered as part of the review process. In order to provide a fair and equal opportunity to all applicants, applications will be judged solely on the application questions. Please note that photos are used for publicity and marketing of the Honor Roll and not as part of the application review process.

Could we use the photo gallery and document sections as a kind of backup to show more of the projects, or speak more of the institutional engagement in the community?

While you are encouraged to use those sections, they will not be used as part of the judging process.

Application Evaluation/Review Process

Are you notified if your institution is doesn't make it past a certain point?

Applications that are rejected for compliance usually receive notification right away. No notification will happen beyond that point until the final announcement is made in March. Within 24 hours prior to the public announcement, we send out an email to every institution

that applied letting them know of their status, i.e. if they were admitted to the Honor Roll, and in what category.

Last year, there was a guidance document that provided an in-depth explanation of the application process and criteria. Is that available this year?

Yes, the President's Honor Roll Guidance document can be found on the [Resource page](#) of the Honor Roll application site under the heading "Official Honor Roll Documents."

Are the schools weighted on what type of college they are? We're a traditional commuter school, are there different metrics for different schools?

No. All schools are weighted in the same. The Honor Roll is committed to ensuring that traditional commuter schools, public institutions, private institutions, and minority serving institutions have the same opportunity to be recognized on the Honor Roll.

During the presentation, there was a reference to low, medium and high scores in the evaluation of institutional commitment section of the questionnaire. How is the section scored, and what constitutes a low, medium or high score?

Each of the 11 questions in the Institutional Support for Service is weighted, so they are scored differently. In terms of what is a high, medium, or lower score, there isn't a specific cutoff because as the Honor Roll becomes more competitive, the actual score shifts. What is important is that your institution demonstrates its commitment to service through as many of those 11 criteria as possible. For most schools, the thing that's going to count most is the number of students that you have who are involved in service in the community.

Does an institution need to meet all 11 requirements or is showing progress towards those requirements is sufficient?

The institution does not need to meet all 11 requirements. What is very important is that the school is showing strides towards meeting those requirements.

Is there greater weight assigned to domestic, local service rather than service that is performed in foreign countries?

No, domestic and international service are weighted the same.

Does a school need to have a Carnegie Foundation for the Community Engagement Classification in order to apply to the Honor Roll?

No. There are certainly institutions that make the Honor Roll that do not hold that classification.

If we are filling all of the eleven requirements on the application now, as an institution, but weren't doing them prior to July, can we say that, yes we fill all the requirements on the application?

Yes. While we are asking you to submit data that is specific to an academic year, e.g. number of students engaged in service-learning classes, if since the end of that academic year your institution has made strides towards improving your institution's commitment to service (not related to the numbers), then absolutely, you can put that on the application.

Federal Work Study

What is the current national average of Federal Work-Study dollars that goes towards community service? (Response updated from webinar)

Of the more than 3,300 schools that participated in the Federal Work-Study program last year, fewer than 8% of schools were below the 7% minimum requirement; and one-third of schools below the requirement had waivers. Only 5% of schools that applied to last year's Honor Roll were below this requirement. Many other schools are spending well above the 7% minimum. The highest rate of any school that applied to last year's Honor Roll was 99.3%, but the average of all applicants was 15.36%. The highest rate among the 3300 schools receiving federal work study was over 100% (meaning the school utilized all FWS dollars as well as its own dollars to support community service). However, the national average was 17.46%. This is an area that most schools are doing quite well.

Where can we find the Federal Work-Study data that is reported for our institution? Can the figure be found in an IPEDS report?

Contact your Financial Aid Office. Each year, your Financial Aid Office reports these figures to the Department of Education.

What is the formula for determining percent of federal work study for community service? Is this just the amount from the federal government or the total amount with the addition of the college portion of the federal work study?

The 7% community service calculation is based on the total amount of all initial and supplementary federal work study funding from the Department of Education plus the 25% match required by colleges and universities. However, please note that there is no match required for community service placements, which can be paid 100% out of the federal share.

If our institution does not participate in the Federal Work Study program, can we still apply to be on the Honor Roll?

Yes. If your school does not participate in the Federal Work Study program, you can still apply to be on the Honor Roll. The Federal Work Study requirement applies only to institutions that are participating in FWS. Institutions that do not participate in FWS are exempt from this requirement.

Does the seven percent Federal Work Study requirement mean that seven percent of federal work-study dollars need to be allocated to community service or that seven percent of Federal Work Study students need to be engaged in service?

The U.S. Department of Education requires that an institution must use at least seven percent of the sum of its total Federal Work Study funding (dollars) for an award year to compensate students employed in community service activities.

Recognition Categories

What is the difference between “with distinction” and Honor Roll? Is there a difference in the application process?

The application process is the same regardless of the category of recognition—be it Honor Roll, Honor Roll with Distinction, Finalist, or Presidential Awardee. The difference between the Honor Roll and Honor Roll with Distinction is generally that applicants who receive with Distinction may have demonstrated a higher level of institutional commitment to service or significant campus-community partnerships AND are committing a greater amount of their federal work study dollars on community service placements.

We were previously awarded Presidential award status. Is it possible to reach that level again?

Absolutely. Being a past recipient of the Presidential Award does not limit you from being awarded another Presidential award.

Engaging a Team to Complete the Application

I am a new staff member at my institution, and there seems to be many constituents that need to be involved in this process. Can you identify some key players that need to be involved at your institution to gather this information?

A team approach to completing the Honor Roll application is encouraged. Teams should include a cross-section of those involved in community service, service-learning and civic participation efforts at the college/university. The team could include student leaders and representatives from student service organizations on campus, faculty who teach research methods and evaluation or faculty using a service-learning approach, financial aid staff, the community service director, institutional advancement office, PR/marketing staff and representatives of community organizations where the college community serves.