**PROPOSAL FOR WOX GRANT**

<table>
<thead>
<tr>
<th>Title of Proposed Project:</th>
<th>Independent Living Retreat in Collaboration with the Down Syndrome Association of Greater Cincinnati</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Requested:</td>
<td>$4,368</td>
</tr>
</tbody>
</table>

**Name of each applicant, their position and signature:**

- **Dr. Carol Scheerer, Ed.D, OTR/L** (scheerer@xavier.edu)
  Chair/Associate Professor, Occupational Therapy Department
  
- **Elizabeth Tussey** (tusseye@xavier.edu)
  Assistant Director, Summer Housing and Business Administration, Office of Residence Life

**Add ALL appropriate signatures below as outlined in the Guidelines document for the WOX Grant Awards.**

- **Linda Schoenstedt** (schoenstedtl@xavier.edu)
  Interim Dean, College of Professional Sciences
  Professor, Department of Sport Studies

- **Sandy S. Chan** (chans1@xavier.edu)
  Director of Summer Housing and Housing Operations, Office of Residence Life

- **Dave Johnson** (johnsond8@xavier.edu)
  Associate Provost and Chief Student Affairs Officer, Division of Student Affairs

Provide a brief abstract that clearly and concisely states the aim of your project, anticipated value for XU students and/or faculty, and the indicators of success: (maximum 350 words)

Now in its 14th year, the Independent Living Retreat (ILR) coordinated by the Xavier University Occupational Therapy (OT) Department in partnership with the Xavier University Office of Residence Life and the Down Syndrome Association of Greater Cincinnati (DSAGC) has provided over 50 XU Occupational Therapy students and 50 student employees from diverse academic backgrounds with a unique opportunity. Conceived in 2007.
by an XU OT alumna, the ILR was launched as a service learning project for OT students to design a weekend residential experience for 30 young adults from DSAGC on the XU campus to rehearse the daily living skills required to increase their independence. Five OT students assist the adults with personal self-care Activities of Daily Living to promote independence, learn to modify activities to meet each individual’s needs, and develop sensitivity to behavioral triggers that may impact those with sensory concerns. Students develop a deeper level of understanding of developmental disabilities and see beyond the diagnosis, recognizing the wholeness of each participant and forging connections across differences.

The ILR not only offers XU students an opportunity to develop their therapeutic skills but it also provides an opportunity to develop the skills required to become future organizational leaders, service leaders, and philanthropic leaders within their communities. OT students act as a team while organizing, planning and executing a complex weekend event. Seven additional XU student employees from diverse academic backgrounds provide customer service for the participants. The students’ leadership roles combine their professional skills with the compassion, patience and confidence necessary to effectively interact with people living with disabilities. Walking alongside and learning from young adults with Down syndrome is priceless to their careers.

It is anticipated that 85% of the OT students will report that the opportunity to experience personal contact with adults with Down syndrome will benefit them personally and professionally in their future careers. Funds received from the WOX grant will be used to offset expenses related to fees for residence hall rental, linens, meeting space and t-shirts for participants and OT students. The total request is $4,368.

NARRATIVE

Please provide a detailed project description (in #1) and answer the questions below (#2 - #8) Limit the length of your answers (including project description) to three single-spaced, typed pages.

1. Provide a detailed description of your project; what will take place, where, when, and who will be involved in the project, and the timeline. (maximum 1 page)

Now in its 14th year, the Independent Living Retreat (ILR) coordinated by the Xavier University Occupational Therapy (OT) Department in partnership with the Xavier University Office of Residence Life and the Down Syndrome Association of Greater Cincinnati (DSAGC) has provided over 50 XU Occupational Therapy students and 50 student employees from diverse academic backgrounds with a unique opportunity. Conceived in 2007 by XU OT alumna Charissa Richter Class of ’09, the ILR was launched as a service learning project for her fellow OT students to design a weekend residential experience for the young adults of the DSAGC. The purpose of this project is to offer the OT students a one of a kind opportunity to gain valuable insight and develop compassion for those with developmental disabilities by assisting 30 adults with Down syndrome as they practice the daily living skills they require in order to increase their level of independence. ILR attendees spend the weekend in an apartment-style residence hall located on Xavier University’s campus. The campus environment provides an optimal setting for the adults to experience life away from their parental home. The campus space is used to gather for group trainings and activities as the adults with Down syndrome experience independence from their family home. Attendees share a living space with 4-6 roommates, including OT students and volunteers.

Prior to the ILR, the OT students are provided with an overview of characteristics and behaviors they may witness over the weekend with the attendees. Suggested tools, accommodations, and strategies are provided by the DSAGC staff in order to provide a safe and comfortable setting for all. The ILR continues today and each year the staff and students refine, strengthen and focus on ways in which it can be enhanced or expanded.

Xavier’s Occupational Therapy students gain invaluable experience during the weekend event. They assist the adults with personal self-care Activities of Daily Living to promote independence, learn to modify activities to meet each individual’s needs and develop sensitivity to behavioral triggers that may impact those with sensory concerns. More importantly, they are able to develop a deeper level of understanding of developmental disabilities and see beyond the diagnosis. Over 25% of the students return as volunteers for the ILR in
subsequent years and some students continue to volunteer in a variety of positions long after they graduate from Xavier, some for as many as seven years. It truly impacts the students in a positive way both personally and professionally.

The ILR is limited to 30 young adult DSAGC participants, and the demand has required the creation of a waiting list each year. In order for the OT students to experience a gradual introduction to DSAGC’s young adult participants, the following timeline was created:

- Students visit the DSAGC office to become acquainted with the staff and receive a general introduction to the organization. Three hours. Date TBD
- Students attend World Down Syndrome Day Party with DSAGC adults (optional). 3/21/2020
- Students receive a three-hour orientation to Down syndrome led by returning OT students and DSAGC staff to review ILR expectations and offer general support techniques. Date TBD
- Students attend ILR retreat – 48 hours. 6/26/2020 to 6/28/2020
- Students reflect on their learning via assignments completed after the experience, including writing an article that brings attention to and advocates for adults with Down syndrome; formally presenting about the experience and what they learned to an audience internal to Xavier as well as guests associated with the DSAGC and other OT service sites; and writing an essay about their degree of learning relative to issues of social justice. Date TBD

Students will offer input regarding their participation in the ILR via survey. It is anticipated that 85% of the OT students will report that the opportunity to experience personal contact with adults with Down syndrome will benefit them professionally in their future careers.

This is one of approximately thirty residential camps and conferences facilitated by the Office of Residence Life each summer, and it is the department’s only annual overnight event supporting a group of young adults with disabilities. This is an impactful experience for the department’s seven annual summer student employees, known as Summer Conference Assistants, who provide customer service for participants. These students come from a variety of academic backgrounds, and many serve as Resident Assistants during the academic year. Students will reflect upon the ILR in June and July staff meetings and one-on-ones, learning about person-first language and gaining exposure to XU OT students’ vocations, considering complex challenges faced by marginalized populations, and reflecting upon how they will foster inclusive communities throughout their careers.

Funds received from the WOX grant will be used to offset expenses related to fees for residence hall rental, linens, meeting space and t-shirts for participants and OT students. The total request is $4,368.

2. How does this proposed project enhance the mission and purpose of Women of Excellence?
The ILR retreat offers XU students an opportunity to develop the skills required to become future organizational, service and philanthropic leaders within their community. A large number of the OT students return seeking additional volunteer occasions to interact with the individuals with Down syndrome. It provides students an opportunity to combine their professional skills with the compassion, patience and confidence necessary to effectively interact with diverse populations, such as people with developmental disabilities, in a leadership role.

3. How will this project further the mission of Xavier University to “engage and form students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success?”
The best way to express the personal impact of the weekend is this reflection of an XU OT student who continues to return to the ILR each year. “Volunteering here has allowed me to become my best self. When I am with my friends with Down syndrome I instantly feel loved, cared for, and listened to. They have truly shown me the meaning of what a genuine friendship looks like. They make me laugh, they tell me the truth, and sometimes, they even get on my nerves just like any other person in this world. But the difference is that it’s all built upon authentic relationships. In addition, volunteering with the DSAGC has allowed me to connect
with other people who feel the same way as I do. This has allowed me to enter a community where advocating for our friends is so very important. I have learned what it means to become a leader in this community. Down syndrome is truly a passion of mine, as I want everyone to know and love these people just like I do. Xavier’s service learning project allowed me to dive a little deeper into this passion and use it towards my other passion, which is occupational therapy.”

4. Why is this project important? Does it address a gap within existing University programs?
Completion of a service learning project is a required curricular competent for the OT students. The ILR connects XU students with individuals with developmental disabilities, a population that is underrepresented on campus. Students can experience the individual personalities of those with disabilities and begin to view their unique strengths. It provides an opportunity to organize, plan and execute a complex event while incorporating several aspects of learning for the participants. The OT students are required to team up with fellow students, DSAGC staff, and returning volunteers to create an often life changing weekend experience. The benefit of better understanding the similarities and differences among the adults with Down syndrome via personal contact is priceless to students’ careers.

5. What is the expected outcome of your project? How many people (faculty, staff, students) will be engaged in your project? If the project will continue beyond the Grant timeline, what are your plans for future funding?
In this partnership with the DSAG, we anticipate a high degree of personal and professional development for XU students. From the Occupational Therapy department, two faculty, one staff member and five students will participate in this project. From the Office of Residence Life, customer service and logistical support will be provided by one staff member, a graduate student intern, and seven undergraduate student employees from diverse academic backgrounds who serve as Summer Conference Assistants. Local Greater Cincinnati foundations have supported this project in past years. This WOX proposal is the only pending funding request at this time.

6. How will you measure the success of your project, if funded? What are the qualitative and quantitative measures that you will use to assess impact and effectiveness?
Qualitatively, surveys will be distributed to each OT student seeking anecdotal reflections on their experience and suggestions for future programmatic considerations. In addition, quantitative data will be collected via survey upon completion to assess the impact of the volunteer experience for each student.

7. If your project is funded, how will the WOX Giving Circle be recognized as having played a role in the success / completion of your project? Give specific examples.
With XU permission, the DSAGC will announce a grant award on their social media platforms. There are 7,000 followers on Facebook and 645 on Instagram. In addition, OT students will have an opportunity to submit a reflection essay on their experience to publish in DS Press which is distributed to 2,000 people quarterly, and WOX Giving Circle will be recognized as having been a vital supporter of the project. T-shirts provided to participants will include the XU logo to promote the university’s support of this community initiative, and the shirt design will give recognition to the WOX Giving Circle upon request.

8. If you are applying for a 2-year grant, please explain why a 2-year award is important to the success of your project. (Note: these are projects that will take 2 years to complete, not for 2 years of funding for the same project).
N/A
Below please provide a **detailed** budget with justification/need for each itemized expense.

- If your project requires students to be paid, that payment must be included as an itemized expense. For example, if your project requires 2 student coordinators, the role needs to be specified and included as an itemized expense. [i.e. Student workers: 2 students * $8.10/hr * 10 hrs/week * 12 weeks = $1,944; Student worker fringe benefits - $1,944 * 1% (stated fringe benefits rate for full-time students) = $19.44]. Note: Students must be paid as an employee and cannot be given stipends.
- If more than 25% of your budget is allocated toward food and incentives, specific detailed rationale and explanation for these expenses should be provided.
- Include a detailed list of supplies and equipment necessary to complete your project.
- If your project's total budget is greater than $10,000 per year, other sources of support must be stated and appropriate documentation from other funding partners must be provided.
- All costs, including student pay rates, must follow University policy. Your budget for these items should take this into account. Please contact Shari Howell (howells3@xavier.edu) to discuss budget questions.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus accommodations for 46 participants for two nights.</td>
<td>$2,868</td>
<td>Participants, Xavier OT students and DSAGC staff will spend two nights on Xavier’s campus during the Independent Living Retreat (IRL).</td>
</tr>
<tr>
<td><em>(Please see attached quote from Xavier Summer Guest Housing which details the lodging expenses.)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linens for 46 participants – 46 * $17.50</td>
<td>$805</td>
<td>Bed linens for each of the IRL participants during the two-night retreat.</td>
</tr>
<tr>
<td><em>(Please see attached quote from Xavier Summer Guest Housing which details the linen expenses.)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usage fees for rooms/meeting space on campus. <em>(Please see attached quote from Xavier Summer Guest Housing which details the facility usage expenses.)</em></td>
<td>$245</td>
<td>Usage fees for rooms/locations on campus during the IRL to conduct group activities such as goal setting, trainings such as personal safety, games or ice breakers, and dining.</td>
</tr>
<tr>
<td>T-shirts for 55 attendees, volunteers, staff and XU students – 55 * $8.18</td>
<td>$450</td>
<td>Participants and OT students will be provided with a t-shirt containing XU logo to promote the university’s support of this community initiative as well as easy visualization for the group. These shirts may also feature the WOX Giving Circle logo upon request.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,368</strong></td>
<td></td>
</tr>
</tbody>
</table>
### LODGING COSTS

<table>
<thead>
<tr>
<th>Dates &amp; Descriptions</th>
<th>Number of Guests</th>
<th>Number of Nights</th>
<th>Cost/Person/Night</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 26, 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singles</td>
<td>1</td>
<td>1</td>
<td>$39.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>Doubles</td>
<td>45</td>
<td>1</td>
<td>$31.00</td>
<td>$1,395.00</td>
</tr>
<tr>
<td>Saturday, June 27, 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singles</td>
<td>1</td>
<td>1</td>
<td>$39.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>Doubles</td>
<td>45</td>
<td>1</td>
<td>$31.00</td>
<td>$1,395.00</td>
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</table>

Subtotal $2,868.00

### LINEN COSTS

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Cost/Person/Stay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>$17.50</td>
<td>$805.00</td>
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</table>

Subtotal $805.00

### MEAL COSTS

<table>
<thead>
<tr>
<th>Dates &amp; Descriptions</th>
<th>Number of Meals</th>
<th>Number of Days</th>
<th>Cost</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>None requested</td>
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<td>$0.00</td>
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</table>

Subtotal $0.00

### FACILITY COSTS

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<thead>
<tr>
<th>Date(s)</th>
<th>Need</th>
<th>Units</th>
<th>Cost/Unit</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Friday, June 26, 2020</td>
<td>Clock Tower Lounge</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
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<tr>
<td>Friday, June 26, 2020</td>
<td>Add GSC Building Hours Extension</td>
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<td>$15.00</td>
<td>$15.00</td>
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<tr>
<td>Saturday, June 27, 2020</td>
<td>Fenwick Place Kitchen</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Saturday, June 27, 2020</td>
<td>Fenwick Place Upper Yard</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sunday, June 28, 2020</td>
<td>Kennedy Auditorium</td>
<td>1</td>
<td>$300.00</td>
<td>$300.00</td>
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<td>Sunday, June 28, 2020</td>
<td>Add CLC Building Hours Extension</td>
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<td>$15.00</td>
<td>$30.00</td>
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<td>Sunday, June 28, 2020</td>
<td>Fenwick Place Kitchen</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
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</tbody>
</table>

Less Summer Guest Housing Discount* 1 $-600.00 $-600.00

Subtotal $2,455.00

*Kitchen and Yard complimentary; XU SGH will work with XU OT to book Kennedy Auditorium

### ADDITIONAL & INCIDENTAL COSTS

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<thead>
<tr>
<th>Date(s)</th>
<th>Need</th>
<th>Units</th>
<th>Cost/Unit</th>
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</tr>
</thead>
<tbody>
<tr>
<td>None incurred to-date</td>
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<td>$0.00</td>
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</table>

Subtotal $0.00

### SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging Costs</td>
<td>$2,868.00</td>
</tr>
<tr>
<td>Linen Costs</td>
<td>$805.00</td>
</tr>
<tr>
<td>Dining Costs</td>
<td>$0.00</td>
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<tr>
<td>Facility Costs</td>
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<tr>
<td>Additional &amp; Incidental Costs</td>
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<tr>
<td>Total</td>
<td>$8,918.00</td>
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Invoice # 062620Q
Prepared: 11/4/2019
Prepared by: Liz Tussey
Due by:

All terms and conditions present in 2020 Summer Conference Contract apply.