

WOX Grant Application Form for 2022

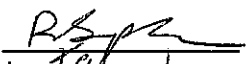
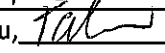
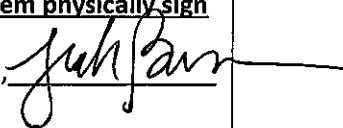
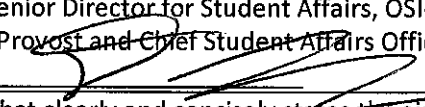
12/6/21

Use and completion of this Application Form is required for submission of your grant. Only Applications using this template will be considered for an award.

The completed WOX Grant Application must be emailed to cassidycoxs@xavier.edu **and** a paper copy with appropriate signatures mailed or hand delivered to Cyndi Meyer, Alumni Building ML 5630 by 5 p.m. **March 1, 2022.**

NOTE: Applicants are encouraged to seek proposal assistance through the Office of Grant Services. Please contact Shari Howell by phone at 745-1904 or email at howells3@xavier.edu as early as possible and at least 10 business days before the due date.

PROPOSAL FOR WOX GRANT

Title of Proposed Project: Commuter Services: Supporting Commuter Belonging through Peer Mentorship
Amount Requested: \$10,000
Name of each applicant, their position and signature: Ryan Spolar, GSC Director & Commuter Services, OSI-GSC-CS, spolarr@xavier.edu ,  Tabitha Adel, Commuter Services Graduate Assistant, OSI-GSC-CS, adelt@xavier.edu , 
Add ALL appropriate signatures below as outlined in the Guidelines document for the WOX Grant Awards. For each approval needed, please type the person's name, title, email address, and <u>have them physically sign the Application.</u> Leah Busam Klenowski, Senior Director for Student Affairs, OSI-GSC-CS, busamla@xavier.edu ,  Dave Johnson, Associate Provost and Chief Student Affairs Officer, johnsond8@xavier.edu , 
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)

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)
2. How does this proposed project enhance the mission and purpose of Women of Excellence?
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?"
4. Why is this project important? Does it address a gap within existing University programs?

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?

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?

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.

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).

BUDGET

What is the amount of funding requested?

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.

Commuter Services: Supporting Commuter Belonging through Peer Mentorship

The commuter peer mentor program is an existing initiative led by the Office of Commuter Services to increase on-campus social integration and provide a better sense of belonging for first-year commuter students. Since its inception in 2017, a group of 10-12 upper-class commuter students has volunteered their time to mentor first year commuters for the first 6 weeks of the fall semester. In the fall of 2021, 10 commuter peer mentors supported 135 first-year commuter students. Through their mentorship, Commuter Peer Mentors (CPMs) provide student perspectives on commuter-related issues. While a strong residential experience is central to the experience of first years who live on campus, commuter students often struggle to feel acclimated to the Xavier community. CPMs fill this gap by providing a social entry point into the Xavier community, including access to several campus resources. For both peer mentors and mentees, the program offers an excellent way to establish belonging.

However, with currently available resources, the scope of these initiatives remains limited, and retention of commuter students remains a concern. Through the WOX grant, this peer mentorship program can extend beyond the first 6 weeks and establish more consistent programming for CPMs and first years to connect, increase levels of belonging, and retain more commuters. The grant can help meet more needs of the commuter population, and reward CPMs for the time they invest in first-year commuters. Moreover, it will promote commuter leadership and engagement with other commuter resources available on campus.

Some indicators of success for the project will be determined from responses in the first-year survey. This will include increased positive evaluations of belonging, frequency of contact with peer mentors, overall engagement of first year class in involvement opportunities, presence in the commuter lounge, and retention rates at the end of the academic year. This project will increase available support for commuters, incentivize their stay on campus for longer periods, allow them to voice concerns and provide suggestions for improving the commuter experience, provide targeted leadership development, and increase opportunities for socialization.

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)

In April 2022, CPMs will be selected through an application and interview process conducted by the Office of Commuter Services (CS), which is currently staffed by Gallagher Student Director Ryan Spolar and Commuter Services Graduate Assistant Tabitha Adel. In July and August, all CPMs will be required to attend two in-person training sessions. Each 2–3-hour long training session will prepare students for mentorship and will take place in the Gallagher Student Center. The first session will provide an overview of the CPM program, cover characteristics of the commuter population, mentoring benefits for participants, available campus resources, and group facilitation strategies. This session will allow CPMs to introduce themselves to each other and ask staff any clarifying questions. The second training session will occur the Monday before Manresa in August 2022. Each group consists of 12-15 first years, who are clustered together according to their ZIP codes to help form a common basis of experiences. During the session, peer mentors will introduce themselves to their first years via email to connect with each other before the first-year's arrival on campus. This session will also provide training on health and wellness promotion, application of Diversity, Equity, & Inclusion (DEI) strategies, and group facilitation. Finally, staff will set dates and times for monthly programs.

CPMs will participate in the CS hosted Commuter Meet-and-Greet and the Commuter Meeting. Both events will take place in the Gallagher Student Center. The afternoon Commuter Meet-and-Greet is an informal time for CPMs to connect with any of first years and their families. Family members will have the chance to connect with CPMs and ask questions about the commuter experience from a student's perspective. At the evening

4. Why is this project important? Does it address a gap within existing University programs?

This project fills several gaps. Currently, very few leadership opportunities are flexible enough for commuters to participate. Financial constraints and busy schedules are often cited as key barriers for commuters to be engaged on campus. The CPM program will incentivize commuter leaders to take just a small portion of their week to intentionally focus on first year commuters who are seeking connection at Xavier. The CPM program can cultivate belonging in a student population that often feels lost in the background of student life. Additionally, the monthly programming for those in the CPM program will provide check-in points for all to learn about engagement opportunities at Xavier that semester and beyond. The CPM Program is meant to foster a sense of connection and mentorship for commuter students in the same way a Resident Assistant is consistently available to residential students.

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?

A key expected outcome is increased belonging in commuters, especially amongst first years and sophomores, including increased participation in on-campus programs and events and stronger social connections on campus. The project will engage 10 upper-class students serving as CPMs, all willing participants in the upcoming first year class (140-160 students), and the CS staff, which consists of one full-time staff member and one graduate student. Beyond the grant timeline, plans for future funding include increased budget requests from Student Affairs for CS, and using programming funds from CAB.

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?

The success of the program will be measured quantitatively through engagement tracking on EngageXU (how many students attend the monthly programs and drop-in hours), and first year survey (statements of increased frequency in meeting mentors, increased engagement on campus). Qualitative data, like increased feelings of belonging, will be determined through the first-year and end of year commuter survey. We want to increase the amount of students who report both a connection with their commuter peer mentor, as well as, receive consistent opportunities to meet their CPM. Through our follow up surveys and 1:1s with CPMs they often report a lack of compensation as a reason that they can commit more time well into the academic semester. Over 80% of the first year commuters who take our survey indicate they have at least 1 job. We hope that by being able to compensate our CPMs for their work that we are helping fulfil a financial need we know they have.

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.

WOX will receive recognition at the start and end of the project. The WOX giving circle will be recognized at the CPMs' training session, during which the CPMs will be introduced to this resource and the legacy of Edgecliff College. WOX will also receive recognition at the end of year celebration which invites all current and future CPMs and first-year commuters. This end of year celebration will include awards for mentors and mentees who exemplify the characteristics and tenets of the WOX giving circle. Finally, this event will recognize the role of the WOX giving circle in providing CPM compensation for the time spent in training, programming, and investing in commuters.

Activity	Wages	Other Expenses	Notes
Fall Semester	\$ 4,278.00	\$ 750.00	See details in worksheet
Spring Semester	\$ 3,534.00	\$1,200	See details in worksheet
Annual Totals	\$ 7,812.00	\$ 1,950.00	
Total Request	\$ 9,762.00		

Activity	Wages (9:30/hour)	Other Expenses	Notes	Supplemental funding
June/July Training	\$ 372.00		2 hours per CPM; training session for June and July	
August				
Manresa Events	\$ 930.00	\$ 200.00	10 hours per CPM @ 9.30 an hour for Manresa; Food for Commuter Meet n' Greet	
Week of Welcome Event	\$ 186.00			Use CS funds for event costs
Drop in hours	\$ 744.00		Allow for more CPM presence during the first month of school	
September				
Group event/activity	\$ 186.00		2 hours per CPM/week for Get Connected event	Collaborate with OSI-GSC-CS
Drop in hours for September	\$ 372.00		Each CPM gets 2 hrs biweekly	
October				
Group event/activity	\$ 186.00	\$ 200.00	2 hours per CPM/week for Halloween themed event	
Drop in hours for October	\$ 372.00		Each CPM gets 2 hrs biweekly	
November				
CPM Connection Event	\$ 186.00	\$ 150.00	Drop in event for CPMs and mentees to meet other mentees	
Drop in hours for November	\$ 372.00			
December				
Drop in hours for December	\$ 186.00			
De-stress for finals event	\$ 186.00	\$ 200.00	Paint and Sip event	
Total	\$ 4,278.00	\$ 750.00		
Fall Semester Total	\$ 5,028.00			

Activity	Wages (9:30/hour)	Other Expenses	Notes	Supplemental funding
January				
Spring semester kickoff (Group event)	\$186	\$250	Food, activity, regroup with mentors & mentees	
Drop in hours for January	\$744		Offer more drop in hours for students to have more chances to get re-connected	
February				
Group event/activity	\$186	\$150	Food, activity to promote OneApp and getting involved in leadership opportunities	Collaborate with OSI-GSC-CS
Drop in hours for Feb	\$744		Offer more drop in hours to promote belonging, involvement, and employment	
March				
Group event/activity	\$186	\$300	Food, activity, excursion	Collaborate with Student Success
Drop in hours for March	\$744		Offer more hours	
April				
End of semester wrap up	\$186	\$350	End of semester celebration; new CPMs can meet with old CPMs	
Drop in hours for April	\$372			
Spring Kickoff Training	\$186	\$150	2 hour Spring training	
Total	\$3,534	\$1,200		
Sum total	\$4,734			