

Year of Service Application Process

What is Year of Service?

Year of Service is a program established to promote a direct link between Berry students and the local Rome community. The definition of service is to “contribute to the welfare of others.” Your themed house should contribute to the welfare of others in the Berry and the local Rome community and should be a true complement to the culture and mission of Berry.

Your “Year of Service” can take shape in many forms. The goal is to provide students the opportunity to participate in sustained service with a community partner as well as engage the Berry community on the opportunities, challenges, and needs of our community partners.

What is the Cultural House?

The Cultural House should provide opportunities to engage students in dialogue around topics of social justice, diversity, inclusion, and civility.

What is the application process?

The Office of Residence Life reviews applications and the review committee invites select groups to present their proposal. Year of Service selection is based on the quality and strength of the application, the commitment and organization of the house members to service, and the group presentation.

When is the deadline to apply?

The deadline is **Friday, February 17 at 5:00pm**. All applications must be submitted to the Residence Life Central Office, located in the Ladd Center, by that time in order to be considered. Please complete the fill form on your computer and print it out. Do not submit a hand-written application.

What are the requirements for application and participation?

Students applying for Year of Service must have a minimum of 2.5 GPA and be in good academic and discipline standing with Berry College. Year of Service is only available to sophomores, juniors, and seniors. Students applying are subject to a review of academic and conduct records. Each participant must provide a letter of recommendation from a Berry College faculty or staff member. During the academic year, participants must remain in good standing and exhibit behavior conducive to the service environment.

Is there a minimum number of residents?

Due to residential spaces available for Year of Service, each applying team must have at least 7 prospective residents and can have as many as 16 prospective residents. Each team must also have 2-3 alternates. If your team cannot fill all of the beds in your assigned cottage, other students will be assigned to that space who are not expected to participate in your service program.

What are my housing options?

Year of Service options include East and West Poland Cottage, Robinwood Cottage, East and West Julia Cottage, Hope Cottage, Louise Cottage, Catherine Cottage, Emily Cottage and Sunshine Cottage. Placement is based on the number of applicants and groups accepted into the program. Cottages not used for Year of Service will be available during room selection but will have a separate application.

What are the expectations of the Year of Service?

- At least one Rome community partner service project per semester
- Execute 2 additional programs each semester
 - One event must be hosted in the group's residential space
- Participate in Berry College-sponsored Service Days (ex. Make A Difference Day and MLK Service Day)
- One member of each cottage will serve on the Community Education Committee
 - Host Fall Cottage Event (i.e. Thanksgiving Dinner)
 - Coordinate YOS Symposium in Spring semester during application window
 - Promotion and advertisement of Year of Service
- Participation in Year of Service application process to showcase house's service
- Participate in the Community Engagement Showcase on Symposium Day
- Attend regularly scheduled meetings
 - Meet with House Mentor once a month
 - Meet with members of your specific house twice a month
- Each participant will be asked to provide reflection and/or evaluation of the program throughout the year

What are the expectations of the Cultural House?

- At least one program with the Multicultural and International Student Programs office per semester.
- Execute 2 additional programs each semester
 - One event must be hosted in the group's residential space
- Participate in Berry College-sponsored Service Days (ex. Make A Difference Day and MLK Service Day)
- One member of each cottage will serve on the Community Education Committee
 - Host Fall Cottage Event (i.e. Thanksgiving Dinner)
 - Promotion and advertisement of Year of Service
- Participation in Year of Service application process to showcase house's initiatives
- Participate in the Community Engagement Showcase on Symposium Day
- Attend regularly scheduled meetings
 - Meet with House Mentor once a month
 - Meet with members of your specific house twice a month
- Each participant will be asked to provide reflection and/or evaluation of the program throughout the year

What should I prepare before starting my application?

- Decide on a service concentration/focus and mission for your house
- Identify a **local** community partner that complements your service concentration/focus. If you need assistance in finding a community partner, please contact BCVS or Trish Wiggins for help.
 - Contact Community Partner prior to your presentation/interview
 - Meet with partner to discuss service plan and be prepared to present it during your interview.
- Determine your house leader(s); House leaders serve as the main contacts and coordinators for the group.
- Brainstorm who you would like to serve as your House Mentor (faculty/staff member)
 - Invite mentor to serve
 - Meet with mentor to discuss service plan
 - Communicate interview time (it is preferred the House Mentor attends your interview)
- Assemble your roster of housemates and alternates.
- If you need assistance in preparing your application, please contact Trish Wiggins at twiggins@berry.edu.

How do I complete my application?

- Go to housing.berry.edu to complete application
- You must complete the Fall 2017 Housing Agreement before you can begin the Year of Service Application
- The House Leader should initiate the application (only one per team)
- House Leader will add members to the application
- Added members will receive an email to complete their portion of the application
- All members must complete their Housing Agreement and pay their Housing Prepayment to be eligible for Year of Service placement
- Letters of recommendation are required for all members and alternates.

Selection Timeline:

February 17:	Applications Due
February 22-23:	Selected Applicants Invited to Present/Interview
March 1-3 & March 6-8:	Group Presentations and Interviews
March 10:	Year of Service Placement Communicated
March 15:	Accept/Decline due to the Office of Residence Life

Placement of Year of Service applicants will be concluded before Room Selection. **If you are not selected to participate in Year of Service, you will use your lottery number to go through Room Selection in April.**

Presentation Guidelines

Presentations will take place Wednesday, March 1 – Friday, March 3, 2017 and Monday, March 6 – Wednesday, March 8, 2017 from 9:00am-4:00pm (30 minute intervals). Please determine 2-3 times that will work for your entire team and House Mentor prior to submitting your application. You will receive notification February 22-23, 2017, if you are invited to interview. All members of the group must be present, unless given prior consent by the Year of Service Review Committee.

Presentations need to be no longer than 15 minutes in length with 15 minutes at the end for any questions the panel may have for groups. PowerPoint may be used during groups' presentations. **Please submit a digital copy of your proposed service plan to twiggins@berry.edu prior to your interview time.**

The following items need to be addressed during the Year of Service presentation:

1. Briefly state your reasons for wanting to be a part of year of service.
2. What is the intended purpose/focus of this year of service?
3. What goals will the house meet in the next year?
4. What types of program initiatives does your group intend to provide?
5. How does your Community Partner connect with your service plan?
6. How will Berry College benefit from the establishment or continuation of your Year of Service/Cultural House in the next year?

The following items need to be addressed during the Cultural House presentation:

1. Articulate your motivation for participating in the Cultural House.
2. As a result of participating in the Cultural House, how do you see yourself growing as an individual?
3. What goals will the house meet in the next year?
4. What types of program initiatives does your group intend to provide that will target:
 - a. Social justice
 - b. Diversity
 - c. Inclusion
 - d. Civility
5. How will Berry College benefit from the establishment of your programming through the Cultural House in the next year?