CALL FOR PROPOSALS TO LEAD NEW DUKEENGAGE GROUP PROGRAMS IN 2020
Submissions Due: August 15, 2019

Our Mission

DukeEngage empowers students to address critical human needs through immersive service, in the process transforming students, advancing the University’s educational mission, and providing meaningful assistance to communities in the U.S. and abroad.

WHO WE ARE

DukeEngage provides funding, training, and support for approximately 400 Duke undergraduates annually who have completed at least two semesters, are in good standing, and who wish to pursue a full-time summer intensive civic engagement experience in partnership with a U.S.-based or international community. Through DukeEngage, Duke students can apply what they have learned in the classroom to address issues of concern identified by partner communities.

Civic engagement is a broad term that can include everything from volunteer service to democratic participation. DukeEngage has supported student projects in communities around the world ranging from working in local schools and assisting with disaster recovery to working with international human rights organizations and conducting HIV/AIDS education, outreach, and prevention. What connects each of these experiences is that they involve individuals and groups tackling issues of public, even global, concern. The most important avenue for Duke student engagement is participation in programs built and overseen by Duke faculty. Experiencing civic engagement with members of the Duke community is central to our mission of helping students connect their DukeEngage summer to their academic experience at Duke.

Our Values

We are guided by five core values as we connect Duke University undergraduates with U.S.-based and international communities in meaningful service partnerships. These core values inform everything that we do.

1. DukeEngage values education through immersive civic engagement as the fundamental goal of our work.
2. DukeEngage values community-driven service with our U.S. and international community partners as a means to addressing pressing human needs.
3. DukeEngage values students who pursue their service with humility, respect, and curiosity and who seek to understand how global inequalities shape our world.
4. DukeEngage values ongoing service by its participants to local, national, and international communities.
5. DukeEngage values responsible stewardship of financial, environmental, and human resources.
**PRIORITY FOCUS IN 2020**

DukeEngage will consider proposals that respond to a wide-range of pressing societal concerns and issues in the United States and abroad. ¹ However, for 2020, DukeEngage will prioritize programs that align generally with the DukeEngage strategic plan and, more specifically, engage students in one or more of these three strategic areas:

- **volunteer service with community-based organizations in rural areas of the United States whose mission is to improve the quality of life for low-income residents;**
- **volunteer service in organizations that promote nonpartisan political engagement, e.g., building social capital, expanding access to the democratic process, encouraging political participation;**
- **community-based research, the goals and plans of which are developed collaboratively with a community partner, and the results of which will be provided to the community partner and disseminated to the larger community in order to contribute to the public good.**

**PROPOSAL GUIDELINES**

Each summer, up to 40 DukeEngage programs take groups of Duke students to places in the United States and around the world where their civic engagement experiences will contribute tangible benefits to local community partners. All service placements are a minimum of eight weeks in duration and are structured so that students will come to know the place where they are living by learning the local culture and, in some cases, languages, customs, and norms. With these objectives in mind, DukeEngage experiences should include a full-time (35-40 hours per week) placement with a nonprofit community-based organization, such as a social welfare or advocacy group, foundation, charity, school, social venture, or governmental agency. Programs may offer a variety of individual placements at several nonprofits within a single geographic area or select a single project at one organization where all students work as a team to meet a community-identified need. The DukeEngage student experience may include language training and cultural enrichment and immersion activities, such as a dinner and discussion with a guest speaker and/or other cultural events relevant to the program’s learning objectives. New programs accepted for summer 2020 will be encouraged to participate in the DukeEngage e-Portfolio project as part of their program’s reflection structure.

While the mission of DukeEngage is to support civic engagement experiences that involve direct service, programs with a research component will be considered for support under the following conditions: (1) the research goals and plans are developed in collaboration with a community partner, and (2) the results of the research will be provided to the community partner and disseminated to the larger community in order to contribute to the public good. Final approval of programs with a research component is contingent upon Duke’s Institutional Review Board approval.

Faculty must consult with DukeEngage staff for preliminary review and guidance prior to submitting the final proposal. Faculty may submit only one program proposal per academic year. Faculty leaders are compensated for their program leadership. Please contact Dr. Eric Mlyn, Executive Director of

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¹ Note: Please contact the DukeEngage Executive Director, Eric Mlyn (eric.mlyn@duke.edu), early in your planning if you are considering a program site that is **not** located in one of these states: California, Florida, Georgia, Maryland, New York, South Carolina, Tennessee, Texas, Virginia, North Carolina, or Washington, DC.
DukeEngage, for further details.

**PROGRAM SELECTION**
DukeEngage assesses proposals based on what student participants are likely to learn and the types of volunteer service they will perform; the extent to which the program incorporates robust principles and practices of partnership with community organizations; the significance of expected outcomes for residents in host communities; and the program costs, especially compared to other DukeEngage programs. Among the questions we consider:

- How might the program engage Duke students in immersive service and/or community-based research opportunities to improve the quality of life in a host community?
- Are community partners participating in the program in the role of co-educator, e.g., through engaged training, staff inclusion, and active supervision?
- What specific learning outcomes are envisioned for the student participants?
- Does the program hold the promise of sustainable (multi-year) partnerships with community-based organizations?
- Does program leadership possess experience and professional networks in the location?
- Does the proposed program engage students in service that complements Duke’s signature interdisciplinary curricular initiatives, e.g., Bass Connections, or is it integrated into an academic major/minor/certificate, including the approved experiential certificates? We are particularly interested in programs that engage an academic department or cross-disciplinary faculty with shared leadership responsibilities.
- Does the proposed program site expand DukeEngage’s portfolio by offering a new location, particularly in a rural community, or service focus?
- Is the estimated per student cost of the program (including airline travel and accommodations) on par with the average cost of similar DukeEngage programs?
- Is the program consistent with DukeEngage’s mission and values (see page i)?

A committee appointed by DukeEngage Executive Director Eric Mlyn will review all submitted proposals.

If your proposal is accepted, DukeEngage will work with you to develop a more detailed budget based on available funding and a program profile during our participant recruiting period.

**Applications are due no later than Thursday, August 15, 2019, at 5:00 p.m. EDT, and should be submitted by e-mail to eric.mlyn@duke.edu. Funding decisions and notification of program acceptance will be made the week of September 9, 2019.**

**QUESTIONS?**
Please contact Eric Mlyn, 919-668-1724, eric.mlyn@duke.edu with any questions.
I. Program Overview

Title of Program

Name(s) of Leading Faculty, Duke Department, Center or Institute

Sponsor Telephone Number

Sponsor E-mail Address

Program Location

Program Timeframe (mid-May through August: 8 week/56 day minimum)

Proposed Number of Students*
(minimum of 8, maximum of 16)

* Most programs choose to enroll 8 students in their first year and grow in subsequent summers.

II. Initial Program Description

Briefly describe the civic engagement program you envision (250-500 words).

Briefly list the likely or proposed community partners for this program.

Provide an overview of proposed program(s)/volunteer service assignments (250 words max.).

Briefly describe the community in which you will be working (250 words max.).

Describe the community need(s) which the program(s) addresses

Example needs: pre-K literacy program; access to maternal medicine; expanded school capacity

Describe the anticipated benefits of the program to the community

Example benefits: increased school attendance; completed needs assessment survey; completed young entrepreneurs curriculum

Describe the time period for the program. (Check one.)

☐ Each summer, annually  ☐ Biennially  ☐ Other: Click here to enter text.

How does the proposed program align with DukeEngage’s mission, values and 2020 priorities (see pages i-iii)? (100 words max.)

Click here to enter text.
Proposed student learning objectives for this program. (List at least two.)

Example student learning objectives: students will be able to work with self-reliance in a new community; students will understand and respect the values and beliefs of others; students will apply their skills and knowledge to community problem-solving; students will reflect on the linkages between civic participation and political participation; students will learn first-hand about service-related careers, etc.

Click here to enter text.

III. Undergraduate Curricular Connections

A critical goal of DukeEngage is to clearly identify for undergraduates the connections between their DukeEngage experience and their course of study.

If known, list the pre-departure or post-program curricular opportunities relevant to the program you are proposing:

Coursework Click here to enter text.

Mentored House Courses Click here to enter text.

Experiences such as research, independent study, etc. Click here to enter text.

Accepted programs will also be required to develop a library guide in collaboration with Duke subject librarians.

IV. Student Pre-Departure, Orientation and Re-Entry Activities

Pre-departure. Program leaders are required to host at least two (2) pre-departure meetings or activities to help students prepare for the experience.

Example activities can include an independent study on the host community, Skype sessions with community partners or host families, a house course, an assigned reading and discussion session, etc.

Briefly describe the proposed pre-departure activities and sessions in which students must participate prior to the program (100 words max.).

Click here to enter text.

Local Orientation. Program leaders are required to conduct a local orientation to help students adjust safely and respectfully to local culture.

Example activities can include a review of local laws, safe use of local transportation, and cultural norms and expectations, etc.

Briefly describe the proposed local orientation in which students will participate once they arrive at the program location (100 words max.).

Click here to enter text.

Re-entry. Program leaders receive funds to host re-entry events once during the fall semester following DukeEngage. Events can include reflection dinners or activities, such as purchasing tickets to a related event, attending a lecture, viewing an art exhibit or theater performance, etc., that help students continue to understand their service and its impact, as well as participation in the courses, house courses, and experiences listed above.

V. Community Partner Organizations
Community partner organizations and their staffs are co-educators in DukeEngage programs and projects. Their local area knowledge and expertise are critical to the success of summer programs. Community partner organizations chosen for programs should be able to provide appropriate full-time volunteer service (35-40 hours per week) for a minimum of 8 weeks.

Please provide the following information about each of your proposed community partners.

- Name, address, and website for the organization
- Name, email address, and phone of the staff person likely to supervise students OR liaise with your program
- Proposed types of volunteer service (e.g.: tutor, neighborhood canvasser, web designer, etc.)
- Your previous relationship with the organization (if any) and/or why this organization is being considered
- Is there specific training or preparation required of students, for example language training, coursework, etc.?

If available, include letters of support or intent from your proposed community partner organization(s). The letter of support template and more information for community partners can be found in Duke Box.

VI. Cultural Enrichment and Immersion Activities
Each DukeEngage program will receive a budget of up to $300 per student intended to cover the costs of transportation, food, speakers’ fees, or admission associated with activities for the purposes of enrichment and immersion.

DukeEngage is a service and cultural immersion program. We expect you to focus on activities and outings that promote intercultural understanding and appreciation and those that address the civic engagement issues underlying your particular program. Further, we expect that you will not plan activities that are purely touristic in nature, involve the consumption of alcohol, cross national borders after arrival and during the program, or are inconsistent with the themes of your program.

Reminder: You may not use program funds for high-risk recreational activities. Contact DukeEngage for additional information.

Please include a list of proposed enrichment activities for your program. For each proposed activity, provide:

- Destination: Name or location, physical address, website
- Purpose or goal of the activity
- Approximate per person cost in USD

VII. On-the-Ground Supervision and Coordination
DukeEngage requires that a Duke employee, either the program director or a site coordinator assigned to the program, be at the service location with the students at all times. We require program directors to be on site a minimum of two weeks at the beginning of the program and up to its entirety.

Will the program leader be able to spend at least two weeks on the ground with the program? (Check one.)☐ Yes ☐ No ☐ Uncertain
DukeEngage will assist the program director in identifying a qualified candidate with at least three years of post-college work experience, training, or education for the position of site coordinator with hiring subject to final approval by DukeEngage. Ideally, the site coordinator will already be affiliated with Duke in some way (faculty, staff, or graduate student). A candidate for the site coordinator position must be a qualified person eligible for hire to work in the United States by the University as a term-appointment employee. (Undergraduates, including graduating seniors, are ineligible to serve as site coordinators or in any other supervisory capacity at a DukeEngage site.)

VIII. Program Logistics: Housing

Student Housing. Program directors are responsible for securing student housing that is available for the entire duration of the program. Any short-term private rental must comply with local regulations.

Please check the proposed type of student housing.
☐ university dormitory  ☐ research facility
☐ private apartment  ☐ commercial hotel
☐ youth hostel  ☐ guesthouse
☐ homestay/host family  ☐ other (please describe): Click here to enter text.
☐ no likely housing identified at present

If you have identified a housing location, give an address for the proposed housing. If you have selected homestay, list neighborhoods or communities. If a street address(es) is not possible, give GPS coordinates or cross streets.
Click here to enter text.
Describe the overall quality and safety of the likely local accommodations you have identified.

As known, describe the housing itself. Check one for each item below.

Environment: ☐ Rural  ☐ Suburban  ☐ Urban

Building features: ☐ Single story  ☐ Multi-story

Construction: ☐ Wood  ☐ Brick  ☐ Cement  ☐ Other:

Potable water: ☐ Yes  ☐ No

Bathroom Shower (a): ☐ Inside  ☐ Outside

Bathroom Shower (b): ☐ Stall  ☐ Bucket

Bathroom Shower (c): ☐ Private  ☐ Shared

Toilet (a): ☐ Flush  ☐ Latrine  ☐ Other:

Toilet (b): ☐ Indoor  ☐ Outdoor

Toilet (c): ☐ Private  ☐ Shared

Cooking (a): ☐ Gas  ☐ Electric  ☐ Kerosene  ☐ N/A

Cooking (b): ☐ Burner  ☐ Stove  ☐ Fire  ☐ N/A

Rooms: ☐ Single occupancy  ☐ Double occupancy

☐ The above criteria are unknown at this time.

Describe the typical room furnishings if known at this time.
Will students be required to supply items or furnishings (e.g.: linens, cookware, wireless modems)?

(Check one.)  ☐ Yes    ☐ No    ☐ Uncertain
If yes, please list what students will be required to bring.

Which security features are available? Check all that apply.

☐ Lockable doors (front entry, room, etc.)  ☐ Lockable desk/boxes for valuables
☐ Barred windows  ☐ Gated entry/gated community
☐ Security personnel on-site  ☐ Uncertain

Are laundry facilities or services available onsite for students?

(Click one.)  ☐ Yes    ☐ No    ☐ Uncertain
Describes how students will do laundry during the program. Include approximate costs.

Does student housing have reliable wireless or internet access?

(Click one.)  ☐ Yes    ☐ No    ☐ Uncertain

Does student housing have reliable cellular phone signal(s)?

(Click one.)  ☐ Yes    ☐ No    ☐ Uncertain

Staff Housing. We strongly recommend that staff locate housing near, but not with, students. All onsite program staff must reside no more than one hour from students in usual traffic conditions (note: not one hour away by geographic distance). Allowable costs for staff housing are calculated based on a percentage of the State Department recommendation for international sites and the U.S. General Services Administration (GSA) for U.S. programs. Please consult a DukeEngage staff member as needed. Program staff will be responsible for any security deposit required by the selected housing.

Do you have a proposed venue for staff housing in mind or under consideration?

(Click one.)  ☐ Yes    ☐ No

IX. Program Logistics: Meals

Students and staff will be provided either program budget or stipend funds (based on the needs and logistics for each program) to provide for three meals each day that the program is on the ground.

If known, over the course of the program, how will the students eat the majority of each of the following meals? (Click one for each meal.)

Breakfast
☐ Provided by lodging/homestay  ☐ Cook for self
☐ Purchase  ☐ Unknown

Lunch
☐ Provided by lodging/homestay  ☐ Cook for self
☐ Purchase  ☐ Unknown

Dinner
☐ Provided by lodging/homestay  ☐ Cook for self
☐ Purchase  ☐ Unknown
If students are required to cook for themselves, do they have access to … (Check one for each.)

- **Market or grocery store**
  - Yes
  - No
  - Uncertain

- **Potable water**
  - Yes
  - No
  - Uncertain

- **Cookware (pots, pans, dishes)**
  - Yes
  - No
  - Uncertain

Are there certain food allergies or diets that will be challenging to accommodate in the local community?

(Check one.)

- Yes
- No
- Uncertain

If yes, which diets or food allergies will be difficult to accommodate? Select any/all that apply.

- Vegetarian
- Peanuts or tree nuts
- Vegan
- Fish/shellfish
- Kosher or halal
- Soy
- Gluten free/Celiac disease
- Eggs
- Dairy free/Lactose intolerance
- Other (describe): Click here to enter text.

How will you work with students to address dietary needs and food allergies?

Click here to enter text.

**X. Program Logistics: Transportation**

Below please identify the primary modes of transportation to be used during the program.

DukeEngage has the following policies in place for all programs.

- In U.S.-based programs, students may elect to drive their own vehicles; however, it cannot be a program requirement for students to do so.
- DukeEngage does not reimburse students for mileage to or around program sites or to enrichment activities.
- Program staff may not ask students to drive their own vehicles or those rented by the program for DukeEngage business.
- Program staff may use their own vehicles for travel to and from program sites; however, they may not drive students in their vehicles.
- If staff use their own vehicles, mileage will be reimbursed at the Duke University rate.
- All vehicle rentals must be rented using a Duke corporate card and according to Duke policy.
- Community partners should not provide program-related transportation for students.

If known, what will be the primary mode of transportation for each of the following? (Check one.)

- **Travel to/from the airport**
  - Public transport
  - Driven by program leaders
  - Taxi
  - Hired Program Driver
  - Bicycle
  - Other (describe) Click here to enter text.

- **Travel to/from placements**
  - Walk
  - Public transport
  - Driven by program leaders
  - Taxi
  - Hired Program Driver
  - Bicycle
  - Other (describe) Click here to enter text.
If you are considering nonstandard modes of transportation (rickshaws, motorbikes, tuk-tuks, jitney cabs, etc.) for any reason, please consult with DukeEngage program or administrative staff.

Describe any local transportation issues that could affect students and their participation in the program (e.g., road safety regulations, driving regulations, quality of transportation options, etc.).

X. Program Logistics: Communications
DukeEngage requires that all program participants (students and program leadership) have a cell phone with local calling capabilities during the program. For international programs, DukeEngage will provide individual students with cell phones and a minimum number of minutes for program-related calls and emergency use. DukeEngage does not pay for student or staff access to the internet for personal use nor does it supply cell phones for U.S.-based programs.

XI. Program Logistics: Health and Safety
Describe any known health/safety risks or concerns associated with the location, travel and daily activities of the proposed program. Please draw on your previous knowledge, your observations at the site, and/or information available at:

- [https://global.duke.edu/admin/travelpolicy/rrl.php](https://global.duke.edu/admin/travelpolicy/rrl.php)
- [http://travel.state.gov](http://travel.state.gov)
- [http://www.cdc.gov/](http://www.cdc.gov/)
- [http://internationalsos.com](http://internationalsos.com).

Please describe:

- The healthcare available in the community (for example, clinic, hospital, trauma center, etc.)
- The emergency healthcare available in the community
- The health risks travelers may encounter (for example, Zika virus, yellow fever, high pollution levels, etc.)

What kinds of emergency transportation services are available in the local community?

How would you access these services in case of an emergency?

Are any of the following included in the program activities or scope or service?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Check one.</th>
<th>If yes, please explain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to high altitudes (over 10,000 ft.)</td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
<tr>
<td>Diving, swimming, or boating</td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
<tr>
<td>Work in healthcare or hospital or clinic settings</td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
<tr>
<td>Risk Description</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>Construction work and/or unusual physical exertion or activities</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Environmental hazards</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Contact with animals (including pets in homestays and stray animals)</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Collection of scientific samples</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

Will any of these risks require special mitigation when arranging the program?

- Local laws and potential issues of compliance
- Crime and/or violence
- Terrorism
- Political unrest/instability
- Environmental hazards
- Harassment based on race, gender, sexual orientation, or religion

XII. Risk Management Considerations

Is the location of your proposed program a country or region currently on the Duke restricted regions list for undergraduate travel?

Programs may not take place in countries or regions that have been deemed unsafe by the Global Travel Advisory Committee (GTAC). See [https://global.duke.edu/admin/travelpolicy/rrl.php](https://global.duke.edu/admin/travelpolicy/rrl.php).

(Check one.) ☐ Yes ☐ No ☐ Uncertain

Is the location of your proposed program a country or region currently subject to a State Department travel warning or advisory?

(Check one.) ☐ Yes ☐ No ☐ Uncertain

If you answered “Yes” to either previous question, please explain why the restriction, warning, or advisory would not prevent DukeEngage from offering this program?

Click here to enter text.

Once a program proposal is accepted, program directors develop a written emergency preparedness/crisis management plan for approval by the Duke Office of Corporate Risk Management. The plan will be held by the DukeEngage office and distributed to staff in the program.
XIII. Program Budget Information
The DukeEngage business office will work with approved programs to develop a budget, so specific budget details are not required for this program proposal. Program expenses fall into two broad categories: those calculated based on pre-determined criteria (e.g. meals are calculated based on a percentage of the State Department or GSA rate) and those that vary depending on how the program is set up (e.g. transportation costs depend on whether public transit is available). While DukeEngage is a fully funded experience for students, we also expect them to live modestly.

Here is an overview of how DukeEngage develops program budgets:

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>How Calculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-departure/orientation materials (e.g., books, copies, long-distance calling)</td>
<td>Based on # of students in program</td>
</tr>
<tr>
<td>Student lodging for the duration of the program</td>
<td>Based on available lodging options</td>
</tr>
<tr>
<td>Ground transportation to/from airport nearest the program site</td>
<td>Based on available transportation methods</td>
</tr>
<tr>
<td>Daily ground transportation to/from service sites</td>
<td>Based on available transportation methods</td>
</tr>
<tr>
<td>Program supplies (e.g., safety equipment, classroom curricula, etc.)</td>
<td>$200 maximum per program</td>
</tr>
<tr>
<td>Communications</td>
<td>Only covered for international programs; cost based on available options</td>
</tr>
<tr>
<td>Student enrichment</td>
<td>$300 maximum per person (including both students and staff)</td>
</tr>
<tr>
<td>Student meals</td>
<td>Percentage of State Dept. or GSA rate</td>
</tr>
<tr>
<td>Staff compensation</td>
<td>Based on DukeEngage compensation policy</td>
</tr>
<tr>
<td>Staff lodging</td>
<td>Percentage of State Dept. or GSA rate</td>
</tr>
<tr>
<td>Staff meals</td>
<td>Percentage of State Dept. or GSA rate</td>
</tr>
<tr>
<td>Airline transportation to/from site</td>
<td>Paid directly by DukeEngage</td>
</tr>
<tr>
<td>Visa fees and/or country entrance/exit fees</td>
<td>Paid directly by DukeEngage</td>
</tr>
</tbody>
</table>

XIV. Supplemental Materials
We invite you to submit up to five (5) pages of supporting materials such as narrative text, photos of proposed housing, regional maps, or more detailed responses to on any of the questions in the proposal. The page limit does not include support letters from community partners.

Additionally, we ask that you include a PDF of your CV or the URL to an online copy.

XIV. Completed Proposal Submission
A completed DukeEngage proposal will include the following items:

1. The completed program proposal application
2. Community partner letter(s) of support
3. Pictures of or link to housing website
4. Supplemental materials (≤5 pages)
5. CV or link to online CV

Questions about the proposal process or your specific proposal, as well as the completed proposal, should be sent by e-mail to eric.mlyn@duke.edu. Program proposals will be accepted through 5:00 PM EDT on Thursday, August 15, 2019. Funding decisions and notification of program acceptance will be made the week of September 9, 2019.