Chapter 1. Introduction to the Bonner Scholars Program

The Bonner Scholars Program began in 1991 with an endowed gift to Emory & Henry College by the Corella and Bertram F. Bonner Foundation, located in Princeton, New Jersey. Emory & Henry was one of the first schools to be selected for the Program. It is one of twenty-four campuses nationwide that share the distinction of having a Bonner Scholars Program. The other schools are Antioch College, Berea College, Berry College, Carson-Newman College, College of the Ozarks, Concord College, Davidson College, DePauw University, Earlham College, Ferrum College, Guilford College, Hood College, Mars Hill College, Maryville College, Morehouse College, Oberlin College, Rhodes College, Spelman College, Union College, University of Richmond, Waynesburg College, West Virginia Wesleyan College, and Wofford College.

In 1997, the Bonners Scholars Program came to be a part of the then newly created Appalachian Center for Community Service. The mission of the Appalachian Center includes initiating sustainable partnerships and educational relationships between communities and Emory & Henry College; offering students a citizenship education program grounded in a campus culture that takes seriously the importance of place and community both for personal identity and collective politics; and a commitment to a definition of citizenship that is community oriented. The Bonner Scholars Program is just one of the many service and citizenship oriented programs included in the work of the Appalachian Center. Nonetheless, Bonner Scholars play an integral role in nearly every student service program on campus.

Appalachian Center Staff

Dr. Steve Fisher  Director of the Appalachian Center
Dr. Tal Stanley  Volunteer Services Coordinator & Bonner Scholars Program Director
Jenny Fairchild  Bonner Scholars Program Coordinator
Scott Tate  Director of Service Programs and CAUSE
Gloria Surber  Coordinator of Administrative Services
Carolyn Wilson  Student Tutoring Program Coordinator
Sandy Frederick  Coordinator of Campus Service Programs
Chapter 2. Admission to the Bonner Scholars Program

- The Bonner Scholars Program is a need-based financial aid award. Students are selected primarily on the basis of their demonstrated financial need as determined by the Free Application for Federal Student Aid and the Emory & Henry Application for Financial Aid.

- Bonner Scholars must first meet all admissions requirements for Emory & Henry College.

- Prospective Bonner students must complete the Bonner Scholars Program Application for Admission.

- Applications are reviewed by the Bonner Admissions Committee. This panel includes the Director and Coordinator of the Bonner Scholars Program, Appalachian Center for Community Service staff, the Dean of Admissions and Financial Aid, the Coordinator of Financial Aid, and current Bonner Scholars.

- After financial need, applying students are evaluated on their demonstrated capacity for meaningful and substantial service, ability and willingness to participate in a citizenship education program, educational background, and diversity.

- At least twenty per cent of each incoming Bonner class includes students of color or students from a racial background other than Caucasian. Each class is also evenly divided on the basis of gender.
Chapter 3. Terms of Bonner Scholarship

Section 1. Four-Year Scholarship

- The Bonner Scholarship is a four-year scholarship that provides financial support to students for a total of eight semesters and up to three summers. Fifth and sixth-year "seniors" are not eligible for continued Bonner Scholarship support.

Section 2. Replacement Bonners

- Replacement Bonners are selected to fill positions in the Bonner Scholars Program vacated by students who have left the Program or have been dismissed from the Program.

- Eligible students may only apply to become a replacement Bonner before the beginning of the junior year.

- Replacement Bonner Scholars are only eligible to receive Bonner Scholarship support for the remaining term of the student they are replacing or until their original class year graduates, whichever comes sooner.

- The Loan Reduction Grant (see below) is pro-rated for replacement Bonner Scholars.

Section 3. Amount of Scholarship

1. Academic Year Support

- Bonner Scholars receive a total of $2,450 during the regular academic year, or a total of $1,225 per semester.

2. Summer Support

- During the summer, Bonner Scholars receive an Earnings Stipend in the amount of $1,500 and a Living Stipend in the amount of $1,000. The Summer Earnings Stipend is applied directly to the student account. The Summer Living Stipend is sent in the form of a check to the student to be used as the student chooses, i.e. living expenses, travel expenses, etc.
- Students not returning to the Program in the fall are not eligible to participate in the summer service program and, therefore, are not eligible to receive the Summer Living and Earnings Stipends.

**Section 4. Loan Reduction Grant**

- Upon graduation from the College, Bonner Scholars who have successfully completed all Bonner requirements are eligible for a Loan Reduction Grant of up to $1,600. This money is first applied toward any outstanding balances on the student account. Otherwise and after that balance is paid down, the money is applied toward the largest loan debt held by the student.
Chapter 4. Expectations and Requirements of the Bonner Scholars Program

Section 1. Direct Service Hours

1. Academic Year Requirement

   ▪ Bonner Scholars are required to complete a total of 140 service hours each semester during the regular academic year, or approximately ten hours per week. This total is broken down into eight hours per week of “direct” service and two hours per week of “indirect” service. Direct service hours are those hours actually spent at a service site or sites. Indirect service hours are those hours spent in reflection meetings, All Bonner meetings, journaling, and other required Bonner Program activities.

2. Summer Requirement

   ▪ During the summer, Bonner Scholars are required to complete a total of 280 direct service hours.

   ▪ Bonner Scholars cannot count more than eight hours per day or fifty-six hours per week toward their direct service requirement during the summer term.

   ▪ Bonner Scholars are required to complete summer Bonner journals. These summer journals are not as extensive as school year Bonner journals, and format and amount of journals may vary from year to year at the discretion of the Bonner Director or Coordinator.

Section 2. Indirect Service Requirements

1. Journals

   ▪ Bonners must complete three three-page journals in the course of each semester of the regular academic year. The schedule for the completion of journals is provided at the beginning of each semester.

   ▪ Prompts for journals are selected and provided by the Bonner Coordinator, but all journals are opportunities for students to reflect on any issue related to their service work and/or their individual growth and development.

   ▪ Journals must be typed and meet the minimum requirement of three pages in length.
- Journals may be handed in or emailed as a word processing file to the Bonner Coordinator.

- Bonner Scholars in their final semester are exempt from the Bonner journal requirement.

2. **Weekly Reflection Meetings**

- Every Bonner Scholar is required to attend regularly scheduled reflection meetings during the regular academic year.

- Schedules for reflection meetings are provided at the beginning of each semester.

3. **All Bonner Meetings**

- Meetings of all students in the Bonner Scholars Program are scheduled regularly during each semester of the regular academic year.

- Dates and times of All Bonner Meetings for the semester are provided at the beginning of the term.

4. **First-Year Service Trip**

- At the end of each regular academic school year, the entire class of first-year Bonner Scholars participates in a weeklong service trip.

- All Bonners in the first-year class are required to attend.

5. **Mid-Career Bonner Retreat**

- Toward the end of the regular academic year, sophomore Bonner Scholars participate in a daylong retreat as a group.

- The purpose of the retreat is to provide for intensive reflection upon the Bonner experience, provide for opportunity to think about visions and expectations for the time remaining as Bonners, and to renew the original commitments made upon first entering the Bonner Scholars Program.

6. **Senior Capstone Presentation**

- Prior to graduation, each Bonner Scholar will make a “presentation of learning and community impact.” Presentations may include various forms of media, such as video, photographs, music, essays, poems, etc.
Chapter 5. Policies and Procedures of the Bonner Scholars Program

Section 1. Commitment Contract

- Upon entering the Bonner Program, each student agrees to and signs the Bonner Commitment Contract in an attempt to foster mutual understanding of all expectations and requirements of Bonner Scholars and Bonner staff.

A copy of the Bonner Scholars Program Commitment Contract is included in the Appendix.

Section 2. Journal Due Dates

- Due dates for all Bonner journals are firm. If a student fails to turn in a journal by the due date, no “make-up” date will be provided and the Bonner Coordinator may subtract up to $100 from the next disbursement (See Disbursement Plan below) of Bonner money to the student’s account.

Section 3. Reflection Meeting Absences

- Each student is allowed a certain number of absences from weekly reflection meetings. The total number of absences allowed is at the discretion of the Bonner Coordinator and/or Director and may vary from semester to semester.

- Students should make every effort to let the Bonner Coordinator and/or Director know ahead of time if he or she will be absent from a reflection meeting.

- If a student misses more than the allowed number of reflection meetings, no “make-ups” will be provided. It is the view of the Bonner Program staff that attendance at and full participation in reflection meetings is absolutely essential.

- The Bonner Coordinator may subtract up to $100 for every reflection meeting missed over the maximum number allowed from a student’s Bonner disbursement.

Section 4. Disbursement Plan

- The Bonner Scholarship money is credited to students’ accounts in three separate installments of approximately $400 (for a total of $1,225) over the course of each semester during the regular academic year.
- Each installment occurs at the end of a *Service Period*. All direct service hours and indirect requirements for the service period must be completed before students receive the Bonner disbursement.

**Section 5. Contingency Plans**

1. **Athletics**
   - If the participation of a Bonner Scholar in a varsity athletic sport at the College interferes with the ability of the student to successfully complete all required direct service hours, a contingency plan is available for the student to redistribute his or her hour requirements in order that they may be met. *An example of an athletic contingency plan is provided in the Appendix.*

   - This plan must be formulated in consultation with the Coordinator and/or Director **within three weeks of the beginning of the semester during which the sport is played** and must be agreed to by both the student and the Coordinator and/or Director.

2. **Unforeseen Medical Circumstances**
   - If an unforeseen medical situation arises that impacts the ability of a Bonner Scholar to meet the requirements of the Program, every effort will be made to develop a plan for the student to complete his or her Bonner requirements.

   - The Coordinator and/or Director must be made aware of the situation as soon as possible in order that a contingency plan may be formulated. A student may not use the medical situation as a reason for incomplete service hours and other requirements long after the situation has been resolved.

**Section 6. Leave of Absence From the Bonner Scholars Program**

- Students may take up to two leaves of absences from the Bonner Program and still remain eligible for the remainder of their four years of Bonner Scholarship support. Disbursements of Bonner Scholarship funds to the student’s account will cease during a leave of absence.

- Prior consultation with both the Coordinator and Director is required before a student can be approved for a leave of absence from the Program.

- Leaves of absence may be taken only for health, personal, and academic reasons. Leaves of absence will not be granted so that a student can participate in a College athletic program.
Section 7. Exiting the Bonner Scholars Program

- Students may cease participation in the Bonner Scholars Program at their own discretion.

- If a student voluntarily leaves the Bonner Program, the student may not be considered for readmission to the Program.

- Students should make every effort to consult with the Coordinator and/or Director before leaving the Bonner Scholars Program.

Section 8. Probation

- If at any time a student fails to meet the requirements of the Bonner Scholars Program, he or she may be placed on probation. The student will be notified in writing by the Coordinator and/or Director of the reasons for and terms of the probation.

- If a student fails to meet the terms of the probation as outlined by the Coordinator and/or Director, the student will be dismissed from the Bonner Scholars Program and will immediately become responsible for the expenses on the student account otherwise covered by the Bonner Scholarship.

Section 9. Dismissal from the Bonner Scholars Program

- Students may be dismissed from the Bonner Scholars Program at the discretion of the Coordinator and/or Director for, but not limited to, the following reasons:

  1. Failure to meet terms of a probationary period in the Program.

  2. Continued failure to meet direct and indirect service requirements of the Program.

  3. Falsifying records of service.

  4. Failure to behave appropriately and professionally at a service site.

  5. Dismissal from the College for academic or disciplinary reasons.

  6. Reckless and careless use of Appalachian Center vehicles and/or supplies and equipment.

  7. Other reasons deemed by the Coordinator and/or Director to be in extreme violation of the mission and spirit of the Bonner Scholars Program and the Appalachian Center for Community Service.
Section 10. Use of Appalachian Center Vehicles

- The Appalachian Center for Community Service has two vehicles available to students for use directly related to service work.
- Guidelines for approval to use the vehicles are available in the Appalachian Center for Community Service Policy Manual.

Section 11. Mileage Reimbursement

- Reimbursement for travel to and from regular service sites is available to Bonner Scholars at a rate of .10 per mile.
- Reimbursement will be provided up to a total of $100 per semester for each student.
- Reimbursement will not be provided for service hours exceeding the semester direct service hour requirement.
- As reimbursements are provided from within the limits of an annual travel budget, reimbursements are subject to immediate suspension at the discretion of the Bonner Program Director and/or Coordinator if the amount of money remaining in the travel budget falls below an acceptable amount. In other words, available money for mileage reimbursement is limited.
- Mileage reimbursement forms are provided in the Bonner Office and must be filled out completely before approval for reimbursements will be made.
- Reimbursement for travel to and from conferences and events related to the Bonner Scholars Program is available to Bonner Scholars. Total money available for reimbursement in such cases will be determined before the trip occurs.

Section 12. Off Campus Jobs

- First-year and sophomore Bonner Scholars are not allowed to hold off campus jobs.
- Junior and senior Bonner Scholars are strongly discouraged from seeking off campus jobs. If a junior or senior student wishes to hold a job off campus, notification MUST be made to the Coordinator and/or Director. If at any time the Coordinator and/or Director deems that an off campus job is interfering with a student’s ability to meet the requirements of the Bonner Scholars Program, the student may be dismissed from the Program.
Section 14. Study Abroad

- Bonner Scholars participating in study abroad experiences or domestic campus exchange programs are still eligible for Bonner Scholarship support as long as they continue to meet the service expectation of ten service hours per week during the regular academic year.

- Bonner Scholars enrolled in academic programs that take them away from campus for the final year or final two years of their college career will not be eligible for their remaining Bonner Scholarship support. E.g., 3/2 cooperative programs.

Section 15. On-Campus Service

- Bonner Scholars may only count up to ten hours per semester of on-campus service not directly related to the Bonner Scholars Program toward their semester service hour requirement. This includes such examples as campus tours, Campus Activities Board work, New Student Orientation, etc.

Section 16. Double-dipping Policy

- Bonner Scholars may not count service work completed for a Public Policy and Community Service course or for any other courses or service learning courses toward their semester service hour requirement.
Chapter 6. Service

Section 1. Definition of Service (Taken from Bonner Foundation Handbook)

- For the purposes of the Bonner Scholars Program, “community service” is defined as service provided to individuals or communities to meet social, educational, or environmental needs. The service may be provided directly or indirectly through a student-initiated project or a project sponsored by a non-profit or governmental agency.

- The following activities will not count toward meeting a Bonner Scholar’s service requirement either during the school year or in the summer:
  1. Service on behalf of or for a private, for-profit company or organization.
  2. Service on behalf of or for a political organization or campaign. (Voter registration drives are allowed.)
  3. Pure, scientific research in a laboratory.
  4. ROTC or other military service.

- Bonner Scholars may receive payment for their service work during the summer, but not during the school year.

- Bonner Scholars are not permitted to “bank” hours during certain terms of service, which will then be applied to meet the service expectation in future terms. (For Emory & Henry’s program, this means that students cannot carry “extra” hours over from semester to semester or from the spring semester to the summer.)

Section 2. Service Site Placement Process

- First-year Bonner Scholars are not expected to find a service site on their own. A service site placement process is in place and will be followed by first-year Bonner Scholars in search of a service site.

- Bonner Scholars are expected to maintain a commitment to their “primary” service sites, except in cases of extenuating issues surrounding scheduling, travel, or personal problems with a service site.

- Students are encouraged to develop, in as much as possible, leadership skills at their “primary” service sites, working toward the goal of becoming an integral part of the staff and corps of volunteers at the site.
• Students are encouraged, especially after the first year, to develop their own individual and group projects that address needs in the community that they feel deserve attention.

• Students are expected to make every effort to keep the Coordinator abreast of all issues surrounding their work at a service site, general satisfaction with the site, and goals and plans for their work at the site.

• Students needing more service hours should schedule an appointment with the Coordinator as soon as possible.

Section 3. Partnerships With Service Sites

• The Bonner Scholars Program at Emory & Henry maintains many long term, substantial connections with organizations and agencies throughout the community and region. It is imperative that Bonner Scholars respect these relationships and connections to the absolute best of their abilities. This includes and is not limited to:

  1. Always behaving in an appropriate and professional manner while at the site.

  2. Arriving at the service site and at all related meetings and events on time.

  3. Serving as a good representative of Emory & Henry College and the Bonner Scholars Program.

  4. Always showing a high level of respect for service site supervisors, fellow staff, and community members.

• Failure to follow the guidelines above will result in the removal of a student from the service site. Continued failure to follow the above guidelines will result in the dismissal of the student from the Bonner Scholars Program.

Section 4. Reporting Service Hours

• Records of service are available from the Bonner Coordinator.

• Students are expected to make every effort to turn in service hours on a regular basis, preferably weekly.

• Service hours are only to be reported on the records of service forms provided by the Bonner Coordinator.
All reported service hours must be “signed off” by a service site supervisor.

All service hours are kept in the Bonner Office database. Hard copies of all records of service are kept in individual student files.

Section 5. Service Site Agreement Forms

- For service hours to be credited, a service site agreement form must be filled out completely for each site at which a student has performed hours.
- Failure to complete service site agreement form will mean that credit for the hours served will not be given.
- The Coordinator provides Service site agreement forms.
Chapter 7. Bonner Scholars Leadership Program

Section 1. Bonner Steering Committee

- An advisory panel of active Bonner Scholars exists and is known as the Bonner Steering Committee.
- The Steering Committee is comprised of two Bonner Scholars selected from each class, the two representatives to the Bonner Congress, student representatives on the Bonner Admissions Committee, and Bonner Program staff.
- Class representatives on the Steering Committee are elected in the first two weeks of the regular academic year. They serve a term lasting until the beginning of the following regular academic school year.
- The Steering Committee meets at least once a month during the school year and as needed.
- The Steering Committee offers feedback and guidance on the formation of Bonner Program policies and procedures and assists the Coordinator in planning and leading yearly programming events.

Section 2. Bonner Congress Representatives

- Two representatives to the Bonner Congress, which is organized and overseen by the Bonner Foundation, serve a two-year term, beginning and ending with the annual Summer Leadership Institute.
- When possible, Bonner Congress representatives are selected by the students in the Bonner Scholars Program. At times, the Coordinator and/or Director may also appoint them, in consultation with the Bonner Steering Committee.
Appendix I.

Emory & Henry College
Bonner Scholars Program
Commitment Contract

As a Bonner Scholar at Emory & Henry College I agree to the following commitments:

1. To serve the local and global community for ten hours each week, including specified “indirect” service, during the academic year at a placement approved by the Bonner Office.

2. To verify my attendance at my service site by submitting my record of service each week as specified by the Bonner Office.

3. To communicate regularly with the Bonner Office and to notify the Bonner Coordinator or Director of any difficulties at my service site or of any personal, academic, or athletic conflicts which affect my participation in the Bonner Program. I also commit to meet regularly with the Bonner Coordinator and/or Director to discuss my learning and personal goals for my participation in the program and to communicate regularly with the Bonner Office concerning my progress.

4. To complete and turn in all journal writings in the manner and by dates specified by the Bonner Office.

5. To attend and participate fully in all required weekly reflection meetings.

6. To participate fully in all other required Bonner events, such as service trips, enrichment events, and all-Bonner meetings and activities.

7. To participate in the Bonner Scholars Program Summer of Service during my first two summers as a student at Emory & Henry and also during my third and final summer if I so choose.

8. To represent the Bonner Scholars Program at Emory & Henry College by exemplifying the highest standards of a volunteer and a student and by upholding all College academic and social standards as outlined in the Emory & Henry Student Handbook.

I, __________________________ , understand that failure on my part to meet these commitments will result in probationary status in the program and in my dismissal from the program if continued failure occurs. I am also aware that the staff of the Bonner Scholars Program makes a commitment to me to offer all appropriate support, advocacy, guidance, and accountability as I embark on this journey of service.

__________________________   __________________________________________
Signature     Bonner Director     Bonner Coordinator
Appendix II. *Example of Athletic Contingency Plan Contract*

January 31, 2002

In order to accommodate the time constraints placed upon her by her involvement in collegiate athletics, Jane Bonner’s direct service hour requirements for the Spring Semester of 2002 will be reduced to 6 hours per week for a total of 84 direct service hours. Consequently, her direct service hour requirement for the Fall Semester of 2002 will be increased to 10 hours per week for a total of approximately 140 direct service hours.

I have read the above statement and understand the reconfiguration of my direct service hour requirements for the 2001-02 and 2002-03 academic years.

__________________________
Jane Bonner

I have read the above statement and understand the reconfiguration of Jane’s direct service hour requirements for the 2001-02 and 2002-03 academic years.

__________________________
Jenny Fairchild
Bonner Coordinator
Appendix III. Frequently Asked Questions

Can I get paid for my service hours?
Not during the school year; however, you may receive a salary or payment for summer service work.

Does someone actually read my journals?
Definitely. They are read usually by the Coordinator and sometimes by the Director. We apologize ahead of time because it might take a little while to get them back to you. We respond to them in various forms (jotted notes in the margins, letters, emails, etc.), put a copy in your file, and return the original to you. Comments and feedback on the journals might be statements that challenge you at times, but they are not meant to be a reflection of any personal or negative feelings we have for you as a person. Journals are completely confidential, but we might someday ask you if we can quote something you’ve written for a Bonner publication or bulletin board.

What do I do if I get sick or some emergency happens and I can’t get to my service site?
Call your supervisor! It is extremely important that you act as professional at your service site as you would at a regular job. It is also extremely important that service sites in the community continue to think very highly of the Bonner Program. Do your best to show common courtesy and decency. You will have to make up the hours in some way, unless it is a major medical emergency that leaves you unable to get the work done. In a case like that, you should have a talk with the Coordinator anyway.

I serve at a public school. What if it snows?
Around Emory, you can bet that there are going to be a few snow days for the school systems. In those cases, you just need to do your best to get in those missed hours when possible. The Coordinator keeps up with the snow days and is aware that this might be an issue.

I don’t have a car. How do I get to my service site?
You should do your best to carpool with other Bonners, even if most of you do have cars. Most Bonners work at the same places and can help one another with rides. (It also might just help us all breathe a little easier, too!) If you cannot coordinate your rides with someone else, the Appalachian Center has two vehicles for use by students doing service. See the handbook or the Coordinator for information about using the vehicles. If you can’t get a ride from a fellow student and if the cars are being used, let someone know ahead of time (at least, as much as you can) and we will get you there.