Berry College
Bonner Scholars Program

Student Handbook
2008-2009
SECTION I: Introduction

Begun in 1990 by The Corella and Bertram F. Bonner Foundation, the Bonner Scholars Program is one of the largest privately funded service scholarship programs in the nation. The program’s mission is to make college available to individuals who are unable to afford an education due to financial restraints, to provide for those students academic support, and to give scholarship recipients opportunities to serve their college communities in lasting and meaningful ways. Currently at 24 institutions of higher learning in the Southeast and Midwest, more than 1,500 students are Bonner Scholars and are "changing the world through service."

In 1991, Berry College became one of the first institutions to participate in the Bonner Scholars Program. Over the last seventeen years, over 300 students have served the Rome-Floyd County community in over 80 local agencies. During the 2007-2008 academic term, Bonner Scholars gave no less than 21,000 hours to at-risk children and teenagers, the physically and mentally disabled, the elderly, the hungry and homeless, and the environment. Allowing scholars to choose projects that accommodate their varying interests and skills, a variety of service opportunities are available to Berry students. Through the Bonner Scholars Program, Berry College students are becoming leaders in the service movement by raising awareness levels on campus, encouraging peers to give their time, and visioning and implementing solutions to issues facing our nation.

As stated earlier, Bonner Scholars Program candidates must demonstrate financial need. They must also exhibit good citizenship and a commitment to serving others as well as maintain a strong academic record. Bonner Scholars are required to serve an average of 10 hours a week in the community. Students also participate in summer community service internships across the Southeast, the nation, and the world. At Berry, Bonner Scholars are supported for four years of their undergraduate education through Foundation funds, institutional funds, and subsidized governmental loans. Moreover, Berry Bonner Scholars are eligible to earn additional education awards through their participation in the Bonner AmeriCorps Program. The future of the Bonner Scholars Program was guaranteed when, in 1995, Berry along with six other institutions was awarded a $4.92 million endowment. Additionally, as a stipulation of the endowment, Berry College solicited another $1 million for support of the Bonner Scholars Program.

Berry College has a rich tradition of service to others. In 1902, college founder Martha Berry established the institution to help children and young adults from the rural mountains of Georgia and Alabama better themselves through education. Just as Martha Berry became an activist in her era, so too, the Berry College Bonner Scholars are "changing the world through service." Perhaps no other program at Berry better illustrates the college motto, "Not to be ministered unto, but to minister."

Welcome!
SECTION III: Bonner Scholars Program Expectations

3.1 Academic Requirements

- Beginning with the class of 2012, Berry College Bonner Scholars must meet or exceed the following academic standards to remain in the program:
  - Earn a 2.0 cumulative GPA by the end of the spring semester, sophomore year.
  - Maintain a 2.0 cumulative GPA throughout the junior and senior year.
- Beginning with the class of 2012, students applying for a replacement slot in the Bonner Scholars Program must have a 2.5 cumulative GPA.
- Beginning with the class of 2012, Bonner Scholars must maintain at least a 2.5 cumulative GPA to qualify for “replacement monies”. Replacement monies may be defined as any funds that replace scholarship monies a Bonner has lost due to ineligibility (i.e. loss of HOPE due to low GPA).
- **ALL** Bonner Scholars must complete a minimum of 24 credit hours each academic year to gain academic progress clearance and to be eligible to receive federal, state, and/or institutional funds.

3.2 Service during Academic Term

- Bonner Scholars are required to complete a **minimum of 140 hours** of community service each **semester** averaging ten (10) hours of service per week.
- The Bonner Foundation defines “community service” as service provided to individuals or communities to meet social, educational, or environmental needs.
- Service may be provided directly or indirectly through a student-initiated project or a project sponsored by a non-profit or government agency.
- **At least fifty percent** of a Bonner Scholars’ service hours must be spent in “DIRECT” community service activities such as tutoring, visiting the elderly, environmental clean-up, building a home and/or renovating a playground. Direct service is that service performed specifically for individuals in need.
- **No more than fifty percent** of a Bonner Scholars’ service hours may be spent in “INDIRECT” community service activities such as administrative tasks related to the BSP or clerical assistance and/or action research on behalf of a community group.
- The maximum number of hours per day that may be counted towards meeting the Bonner requirement is eight (8) hours.
- Bonner Scholars are not permitted to “bank” hours during certain terms of service (i.e., semester) which will then be applied to meet the service expectation in future terms. **NO “ROLLOVER” Hours.**
- The following activities will **NOT count** towards meeting a Bonner Scholars' service requirement either during the school year or summer...
  - Service on behalf of a private, for-profit company or organization
  - Service on behalf of a political organization or campaign (Note: Voter registration drives are allowed for the Bonner Scholars Program but not for Bonner AmeriCorps.)
  - Service involving religious proselytizing and evangelism (i.e., church youth groups, activities meant to teach or convince a specific religion, Bible studies)
- Pure, scientific research in a laboratory
- ROTC or military service
- Service primarily benefiting a family member

- Bonner Scholars may not receive payment from a partner agency during the academic term. If an agency contracts to pay a student for time worked over the ten (10) service hours required by the Bonner Scholars Program, the BSP staff must approve the employment.

- BSP students who participate in practicum work as a part of their academic curriculum may count up to five (5) hours a week towards the BSP service requirement. These practicums, however, must involve actual experiential education not merely observation activities.

- **Ex: Student Teaching**

- Beginning with the class of 2010, Bonner Scholars Program participants will not be allowed to serve at on-campus educational placements to meet program requirements.

- Any Bonner Scholar in his/her sophomore, junior, or senior year can apply for student employment at the Berry College Child Development Center, Elementary School, or Middle School. These positions will be paid through student work and WILL NOT meet Bonner Scholars Program requirements.

**NOTE:** Freshmen Bonner Scholars are prohibited from holding a Student Work position on campus during their first year. Sophomore, Junior, and Senior Bonner Scholars, however, can take an on-campus position in addition to their Bonner work if they choose, per approval from the Dean of Student Work and Experiential Learning. If a Bonner Scholar wishes to work more than 10 hours of student work in addition to his/her Bonner work, the student’s GPA and standing in the Bonner program will be considered prior to approval.

- Sophomore Bonner Scholars must have at least a 3.0 GPA and be in good standing in the program if they wish to work more than 10 hours on campus in addition to the 10 hours they are already completing for Bonner.
- Junior and Senior Bonner Scholars will be approved to work more than 10 student work hours at the discretion of the Dean of Student Work based also on GPA and standing in the Bonner program.
- If a Bonner Scholar wants to apply to be a Resident Assistant (20 hours per week on top of 10 Bonner hours), the Bonner Scholar must meet the following requirements:
  - Rising Junior or Senior
  - At least 3.0 GPA
  - Good standing in the Bonner program

### 3.3 Monthly Meetings during Academic Term

- Bonner Scholars are required to attend ALL monthly meetings.

- Monthly meetings are held on the first Thursday of each month unless otherwise specified at 11 a.m. Lunch is served. See enclosed schedule for the upcoming academic term.

- One (1) hour service credit will be given for each meeting attended.

- Attendance at all monthly meetings is required to earn the $50 “meeting and training” disbursement each payout (See section 5.2) The Bonner Scholars Program staff realizes that circumstances may prohibit a student from attending a scheduled monthly meeting. If a student finds that he/she is unable
to attend, he/she must notify the BSP office 24-hours prior to the meeting time to request a waiver for the missed meeting penalty.

3.3 Class Meetings

- Bonner Scholars are required to attend ALL class meetings.
- Class meetings may include meetings with the director, class trainings, reflections, and other approved events at which all members of a specific class are present.
- Sophomores, juniors, and seniors will have the opportunity to plan their class meeting schedule at the beginning of each semester (August and January, respectively) and present that meeting schedule to BSP Administrative staff for approval.

**NOTE:** Each class has a distinct meeting schedule as follows:
- Freshmen Bonner Scholars will attend one meeting per week throughout the fall semester. They will transition to two class meetings per month throughout February, March, and April.
- Sophomore and Junior Bonner Scholars will attend two (2) class meetings per month during September, October, November, February, March, and April.
- Senior Bonner Scholars will attend two (2) class meetings per month during September, October, and November. They will transition to one class meeting per month throughout February, March, and April.

3.4 Reflection/Enrichment Credits during Academic Term

- Bonner Scholars are required to attend six (6) reflection/enrichment group meetings per semester.
- Reflection/enrichment meetings are small group meetings, experiential, and written exercises designed to provide an intimate environment for sharing and discussing service experiences and exploring social issues.
- Dates and times for reflection/enrichment meetings vary each semester. See enclosed schedule for the upcoming semester.
- Service credit hours will be given to the nearest hour for each attended meeting.

  *See enclosed handout for example reflection credit opportunities.*

*Deadlines for completing the requirements are listed in the Disbursement Payment Schedule enclosed.*
3.4 Service during summers

- Bonner Scholars are required to complete at least two (2) summers of full time community service defined as at least 280 hours over a seven week period. Students entering the program at their junior year are required to complete at least one (1) summer of service.

- The maximum hours per day that may be counted towards meeting the Bonner summer hours requirement is eight (8) hours. Consequently, the maximum number of hours that may be “earned” in a week is 56 hours.

- Summer service agencies and projects must be approved by the Bonner Scholars Program staff prior to the end of spring semester.

- Students may complete their summer service in the location of their choice whether that be Rome-Floyd County, their hometowns, a different region of the United States, or abroad.

- Bonner Scholars may be paid for their summer service work.

- The summer service expectation is strongly encouraged but optional for a third summer.

- Bonner Scholars who participate in summer service are eligible for a summer living stipend up to $1,000 for each of the two summers of service. An additional $500 is available to students who choose to do service a third summer. Money is to be utilized for summer housing, transportation, necessary equipment and/or supplies.

- Students may also apply for additional money for performing their service hours in the Rome-Floyd County Community (Local Area Special Grant) or for traveling to do service abroad (Junior/Senior Leadership Fund--$500 for less than 2 week trip, $750 for trip longer than 2 weeks, and $1,000 is service is performed through a National Bonner Partner).

- Upon the completion of summer service, Bonner Scholars are also eligible for a $1,500 summer earnings stipend. The summer earnings stipend is available for two summers of service. The summer earnings stipend is taxable and will need to be reported on income tax returns. Berry College will issue an IRS 1099 Form for the summer earnings stipend moneys and any other Berry College generated income (i.e., on-campus student work jobs.)

- Bonner Scholars who do not plan to return 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 or earnings stipends.

- Students who do not complete their summer service requirement will be asked to repay a pro-rated portion of the summer living stipend allocated to them based on the actual number of hours completed.

- Bonner Scholars who complete the summer service requirement but take a leave of absence the following fall semester may receive their summer earnings stipend only upon their return to the program.

See Paperwork & Procedures - section 5.4.
3.5 Service Trip
- First year Bonner Scholars are required to participate in a service trip to a geographic region that differs from their campus community. This event will take place the week after Berry College’s graduation.
- Freshman service trip hours may count toward meeting spring semester hours requirements.
- Participation in this service trip is a requirement to receive Loan Reduction monies.

3.6 Sophomore Exchange Events
- Second year Bonner Scholars are required to attend a regional training event during their second year in the program. The goal of the event is to expose Bonner Scholars to the larger Bonner network and provide an opportunity for leadership training and reflection.
- Participation in the exchange event is a requirement to receive Loan Reduction monies.

3.7 Sophomore Recommitment
- Sophomore Bonner Scholars are required to participate in a spring recommitment activity designed by the Bonner Scholars Program office.
- Participation in the recommitment activity is a requirement to receive Loan Reduction monies.

3.8 Senior Bonner Presentation of Learning & Community Impact
- Every graduating Bonner Scholar will make a presentation to an audience of other Bonner Scholars, the Bonner Advisory Committee, and others as determined by program staff and students. The presentation should recap both the learning and community impact each student made while participating in the BSP. These presentations may include various forms of media such as video, photographs, essays, and poems.
- Completion of the capstone presentation is a requirement to receive Loan Reduction monies.

3.9 Senior Exit Interview
- All graduating Bonner Scholars are required to complete an exit interview with the program director and/or coordinator.
- Completion of an exit interview is a requirement to receive Loan Reduction monies.

3.10 Student Impact Surveys
- Selected classes of Bonner Scholars must complete Student Impact Surveys when instructed.
• Completion of the survey is a requirement to receive Loan Reduction moneys.

3.11 Dismissal Policy

Each Bonner Scholar serves as a representative of Berry College and the Bonner Scholars Program and should therefore make responsible decisions while engaging in community service activities. Each Scholar is expected to maintain a high level of integrity while pursuing the requirements of the Program. The inability to uphold the standards of the Berry College Bonner Scholars Program may result in the Scholar’s dismissal from the Program.

- The Bonner Scholars Program Coordinator will identify students that have not met program requirements and send the student a letter that states his or her delinquencies and asks for a meeting to determine the student’s commitment to the Program.

- If the student does not respond to the letter or does not complete his or her work in an amount of time deemed appropriate by the Coordinator, the Coordinator may choose to present the case, withholding the student’s name, to the Accountability Committee of the Leadership Team for probation review. At that time, the Leadership Team will review the Scholars not meeting the Program’s expectations and will advise each Scholar in writing of the decision for dismissal or stipulations for continuation. Based on the situation, the Leadership Team will determine the appropriate length of a probationary period, up to 14 weeks. The length of the probationary period will differ for each student based on the circumstances of the situation. The Leadership Team’s decision will be in the form of a recommendation to the Coordinator and Director of the Bonner Scholars Program.

- **NOTE:** The Bonner Scholars Program Coordinator and Director may choose to take disciplinary action without consulting the Bonner Leadership Team.

- The Bonner Scholars Program Coordinator and the Director of the Bonner Center for Community Service will act as Staff Liaisons between the Leadership Team and the Director of the Bonner Scholars Program.

- The Bonner Scholars Program Coordinator and Director and the Director of the Bonner Center for Community Service will evaluate the recommendation and administer the decision.

- The student will be evaluated by the Bonner Scholars Program Coordinator and/or Director during the probationary period and at the end of the period.

- If the student violates any terms of the probation, he or she may be dismissed from the Program. A report will be submitted to the Leadership Team on the student’s continuation in or dismissal from the Program.

**SECTION IV: Bonner Scholars Program Administration**

4.1 The Bonner Scholars Program Office

- The Bonner Scholars Program office is available to provide administrative assistance to BSP students.

- The Bonner Scholars Program office is located in **Krannert Center 321**.
• The BSP office hours are **Monday - Friday...8 a.m. - 5 p.m.**

• The Bonner Scholars Program **telephone number is (706) 290-2690** or campus extension 2690. The Bonner Center for Community Service telephone number is (706) 238-7885 or campus extension 7885.

• The Bonner Scholars Program **facsimile machine number is (706) 236-1726.**

• A database containing information regarding possible community service opportunities are available for student access at [www.berry.edu/service/volunteer](http://www.berry.edu/service/volunteer). Files containing similar information are also available for student access at the Bonner Center for Community Service. Materials are provided for both Rome-Floyd County agencies as well as summer opportunities.

• BSP vehicle keys are available for check-out in the BSP office.

### 4.2 The Bonner Scholars Program Staff

• The **program coordinator** administers the BSP on a daily, full-time, year-round basis. He/she is responsible for coordinating the operation of all aspects of the BSP including recruitment, selection, orientation, training, placement, reflection/enrichment and evaluation. He/she is the primary contact regarding BSP questions, procedures, and activities.

• The **program director** oversees all administrative decisions regarding the program. He/she also utilizes and coordinates other institutional resources available to support the program including the offices of admissions, financial aid, development, public relations, and alumni affairs.

• Two (2) BSP student employees serve as **peer counselors** for incoming freshmen Bonner Scholars. These students provide guidance and support while implementing an extended orientation curriculum for new Bonner Scholars.

• One (1) student employee serves as **program assistant**. Working 10-15 hours weekly, he/she provides administrative support for the coordinator and manages BSP student communication.

• One (1) senior member of the Bonner Scholars Program serves as **senior intern**. Working 15 hours weekly, he/she provides programmatic leadership for the BSP.

• One (1) member of the Bonner Scholars Program serves as the **technology intern**. Working 10 hours weekly, he/she maintains BWBRS, develops the BSP website, completes student payout, and supervises management of AmeriCorps paperwork.

• One (1) student employee serves as the **transportation coordinator**. He/she maintains the servicing of the BSP vehicles, responds to complaints of malfunction, and handles any repairs with the assistance of the Berry College Auto Shop.

### 4.3 Leadership Team

• Bonner Scholars are encouraged to take an active role in the implementation of the program. Therefore, the BSP staff is advised by a group of thirteen (13) student leaders currently in the program.
These students assist with the overall implementation of the program as well as the development of policies and procedures.

- “The mission of the Bonner Leadership Team is to promote the spirit of the Bonner program, to act as servant leaders, to inspire and empower our fellow Bonner Scholars to reach their full potential, and to serve as the liaison between Bonner Scholars, the local administration and staff, and the greater Bonner community.”

- The Leadership Team is comprised of the senior intern, the two (2) peer counselors, two (2) elected representatives from each Bonner class, and other ad hoc positions.

- The Leadership Team is facilitated by the program senior intern.

- Each member of the Leadership Team also spends a minimum of one (1) and up to three (3) service hours in the BSP office weekly. Members take the time to develop and implement their programmatic responsibilities.

4.4 Community Fund

- The Community Fund is designed to enable Bonner Scholars to start new or expand and support existing service programs and projects which will benefit Rome-Floyd County or the communities in which they work. Moneys may be used to purchase needed supplies or support specific agency events.

- Each year, $100 per BSP student is allocated for the pooled Community Fund account.

- Individually or as a group, students may submit proposals for the expenditure of the Community Fund moneys.

- Amounts requested under $100 may be approved by the program director. Amounts of $100 or more must be reviewed by the BSP Leadership Team.

*See Paperwork & Procedures - section 5.5.*

4.5 Transportation

- The Bonner Scholars Program provides transportation for students to off-campus agency work sites. If transportation is not available, the BSP provides a reimbursement for mileage driven.

- Currently, the BSP has ten (10) vehicles for use...one (1) 15-passenger van that may be used only on campus, one (1) 12-passenger van, one (1) mini-van, and seven (7) cars. Bonner vehicles are parked in reserved spaces behind Krannert Center faculty/staff parking.

- These vehicles are checked out on a first-come, first-served basis through the BSP coordinator in the BSP office. Students traveling to the same agency work site are encouraged to car pool in an effort to reserve cars for other students in need.

- If car pooling, the driver is only required to wait up to ten (10) minutes for any late arrivals. Drivers are expected to depart campus with sufficient time to arrive at volunteer service agencies for scheduled work times.
If transportation is needed on a regular basis, students are asked to reserve transportation for the entire semester. The BSP coordinator will set a schedule of students to be given priority check-outs.

ALL DRIVERS OF BONNER VEHICLES MUST HAVE COMPLETED A VEHICLE USE FORM, AN MVR FORM, AND HAVE PROVIDED THE BSP COORDINATOR WITH A COPY OF A VALID DRIVER’S LICENSE AND FACULTY/STAFF OR STUDENT ID.

See Paperwork & Procedures - section 5.6

SECTION V: Paperwork & Procedures on Bonner Web-Based Reporting System

http://berry.bwbrs3.org

5.1 Community Learning Agreements

- The **Community Learning Agreement (CLA)** is a tool for allowing students to critically examine their service placements and for helping establish strong agency relations. The document is to be used to set BSP students’ work schedules and outline their service objectives and learning goals for each semester.

- The Community Learning Agreement is to be a mutually binding commitment of BSP students to agencies and agencies to BSP students. This commitment encourages professionalism by students at all times (Examples: Site supervisors should come up with job descriptions and help students identify specific tasks to accomplish. Likewise, students should call their agency contact person if he/she plans will be absent or late.)

- The CLA should be **completed jointly by BSP students and their agency student volunteer contact persons** at the beginning of each semester. BSP students are required to make an appointment with their contact person to discuss the contents of the form.

- A CLA should be completed for each agency where a BSP student will gain more than twenty (20) hours of service for the semester.

- CLAs should be **completed prior to or during the third full week of the semester**. Failure to return this service plan to the BSP office by the specified deadline will result in the withholding of BSP funding.

All Bonner Scholars will create CLAs on (BWBRS) Bonner Web-Based Reporting System

http://berry.bwbrs3.org

5.2 Logging Hours on BWBRS & Disbursement Payments

- Bonner Scholars Program students are required to complete a **minimum of ten (10) volunteer service hours per week**—totaling 140 hours each semester. BSP students are encouraged to schedule 12 to 15 hours of service per week to allow for holidays, illnesses, or other unexpected occurrences.

- Hour Logs will be **completed monthly** via BWBRS and returned to the BSP office. Hour Logs are due in the BSP office by 5 p.m. on the first Friday of each month. See Time Reporting/Disbursement schedule enclosed.
• Hour logs should be printed and **signed** by both the BSP student and each agency contact person with whom hours appear on the log. The logs will be dated and totaled automatically.

• Letters will be sent in campus mail monthly to confirm hours worked and upcoming payment.

• One (1) disbursement payment of **$500.00** is made the first Friday of each semester. Disbursement payments of up to **$250.00** are made in October, November, December, March, April, and May to each BSP student completing the required time commitment, reflections, meetings, and trainings for the designated pay period.

• For disbursement payments made in October, November, December, March, April, and May, students will earn **$200.00 for having met the hours and reflection requirements** of the respective pay period and an additional **$50.00 for having met the meeting and training requirements** of the respective pay period.
  o **Failure to report or failure to complete ALL hour and reflection requirements** for a specific pay period **will result in the withholding of a student’s $200.00 disbursement.** If a student does not submit the total number of hours and reflections due for a specific pay period, he/she will not receive his/her disbursement payment until missed hours and reflections are completed. Any disbursement payments that are withheld will be paid on the next disbursement date that the BSP student is eligible to receive funds.
  o **No deductions will be made for missed meetings or trainings. However, a student must complete ALL meeting and training requirements within a specific pay period to earn the additional $50.00 disbursement for that period.** (i.e., the $50.00 disbursement is “all or nothing”.)

• These payments are available at the cashier’s window in Hermann Hall on Fridays.

> See enclosed Time Reporting/Disbursement Schedule for pay dates.

**To withdraw or transfer funds, BSP students must:**

- Go to cashier’s window in Hermann Hall.
- Identify self as a Bonner Scholars Program student. Student I.D. card will be required.
- Withdraw moneys **-or-** Authorize the transfer of funds into student or tuition accounts.

**5.2 Service Accomplishments**

• At the **end of each semester** students will report on what they accomplish through their service. These accomplishments will relate to the service objectives from each student’s Community Learning Agreement.

• The **SA should be completed jointly by BSP students and their agency student volunteer contact persons** at the end of each semester. BSP students are required to make an appointment with their contact person to discuss the contents of the form.

• **A SA should be completed for each agency with which a BSP student completed a CLA.**
• SAs should be completed no later than the last paperwork due date of the semester. Failure to return SAs to the BSP office by the specified deadline will result in the withholding of BSP funding.

5.3 Evaluation

• At the end of each semester, BSP students along with their agency contact persons will be required to complete an evaluation form.

• Evaluations should be completed no later than the last paperwork due date of the semester. Failure to return SAs to the BSP office by the specified deadline will result in the withholding of BSP funding.

Enclosed is an Evaluation for your use. Additional copies are available in the BSP office.

5.4 Summer Service

• Summer Service Proposals are used to allow students to communicate summer service plans to the BSP office. These forms also are the means by which BSP students request a summer living stipend by submitting a proposed budget for expenditures.

• Summer service proposals will be completed by BSP students prior to the end of the spring semester. Failure to return the form, or otherwise communicate your summer plans to the BSP coordinator, will result in the final semester’s disbursement payment being withheld until proper notification is received.

Remember all summer service agencies and projects must be approved by the BSP staff.

Note: If a student does not use the total $1,000.00 summer living stipend for a specific summer of service, those monies will “roll” to the next summer. The student will have access to the combined moneys for any future summer of service.

• At the completion of summer service, BSP students are required to submit a BWBRS hour log verifying all service hours worked. Completed and signed service accomplishments and an evaluation form provided by the BSP office is required in order for a BSP student to receive the $1,500 summer earnings stipend.

• Hour Logs, service accomplishments, and evaluations are due to the BSP office by the first monthly meeting of the fall semester in order to process the moneys in a timely fashion. The summer earnings stipend may be issued in the form of a check, deposited into student account, or credited to the tuition account of a BSP student.

5.5 Community Fund

• To obtain moneys from the Community Fund, the following paperwork and procedures must be completed for:

Moneys less than $100:
- Complete a **Community Fund Cash Advance** form (see enclosed sample), and submit to the BSP office for approval by the BSP director.

- The BSP coordinator will return the signed form via campus mail. Present signed form at the cashier’s window of Hermann Hall to receive funds.

**Moneys $100 or more:**

- Complete a **Project/Financial Support Proposal** form (see enclosed sample), and submit to the BSP office for review and approval by the Leadership Team. A narrative report explaining specifics of a special project may be beneficial for the Leadership Team review.

- Upon approval by the Leadership Team, complete a Community Fund Cash Advance form for signature by the BSP director.

- The BSP coordinator will return the signed form via campus mail. Present signed form at the cashier’s window of Hermann Hall to receive funds.

**For withdrawals of any amount:**

- An **Expense Voucher** (see enclosed example) must be completed and returned to the BSP office within ten (10) working days of receiving a cash advance from the Community Fund. The expense voucher must include a record of expenditures along with the **receipts** for items purchased.

- Failure to complete an Expense Voucher and submit receipts will result in funds being deducted from a BSP student’s personal disbursement payment.

**5.6 Transportation**

- Each BSP student who plans to use the Bonner Scholars Program vehicles is required to read, complete, and sign an **Agreement of Vehicle Use** (see enclosed form) at the beginning of each academic year.

- For use of a BSP vehicle, the BSP driver should sign out keys from the BSP coordinator. The **Vehicle Sign Out** requires the recording of the following information: driver’s name, check-out/check-in times, and the vehicle driven.

- BSP students are asked to report any vehicle malfunction to the BSP office immediately.

- Berry College insurance cards are located in the glove compartment of each vehicle.

- If BSP transportation is not available, **mileage reimbursement is available at a rate of $0.15 per mile**. To obtain mileage reimbursement, a student must complete the following procedure:
  
  o Complete a **Gas Mileage Reimbursement Form** (see enclosed sample). Forms are available in the BSP office.
  
  o Return form to the BSP office for signature by the BSP director.
  
  o The BSP coordinator will return the signed form via campus mail.
  
  o Present signed form at the cashier’s window of Hermann Hall to receive funds.
5.7 Loan Reduction Fund

- **Loan Reduction** funds up to $2,000 are to be used for the sole purpose of reducing each BSP student's total educational loan indebtedness at the time of graduation.

- To receive loan reduction moneys, Bonner Scholars must successfully complete the following requirements:
  - First Year Orientation
  - Sophomore Exchange Event
  - Semester Hours Requirement for each year in the program
  - Two (2) full time Summer Service Internships
  - Second Year Recommitment Activity
  - Student Impact Surveys for selected classes
  - Senior Bonner Presentation of Learning & Community Impact
  - Senior Exit Interview

- Loan reduction will be **pro-rated for replacement Bonners** according at the amount of $250.00 deducted for every semester missed in the program.

- BSP students who graduate **with no loans** will be allowed to use their $2,000 loan reduction funds for graduate school expenses. This option is only available within seven (7) years of graduation from the BSP institution.

- BSP students **with loans** may only use their loan reduction funds to reduce undergraduate loans.

- BSP students who take an extra semester or more to graduate will be eligible for the Loan Reduction funds only upon graduation from the BSP institution.

- Loan reduction moneys are disbursed through the college directly to the lender or graduate school on behalf of the student.
SECTION VI: Membership Has Its Privileges: Bonner Scholars Program Funding

Berry’s total cost of attendance for AY08-09 is $33,198. The following table illustrates a typical package build for a Georgia resident.

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<th>Steps</th>
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<th>Balance</th>
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<td>1. Determine total cost of attendance</td>
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<td>2. Determine EFC based on FAFSA documentation</td>
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<td>3. Apply $1,500 self-help deduction*</td>
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<td>4. Apply Berry merit-based aid if applicable</td>
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<td>5. Apply Georgia HOPE scholarship if applicable</td>
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<td>6. Apply Georgia Tuition Equalization Grant</td>
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</tr>
<tr>
<td>7. Apply Bonner Work Grant</td>
<td>$2,500</td>
<td>$16,853</td>
</tr>
<tr>
<td>8. Apply Federal aid if applicable (Pell, ACG, SEOG)</td>
<td>$4,731</td>
<td>$12,122</td>
</tr>
<tr>
<td>9. Apply any non-Berry scholarships</td>
<td>$0</td>
<td>$9,122</td>
</tr>
<tr>
<td>10. Apply Stafford loan based on level of eligibility</td>
<td>$3,500</td>
<td>$8,622</td>
</tr>
<tr>
<td>11. Apply Berry need-based grant to any remaining cost</td>
<td>$8,622</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total funding from the student: $2,845
Total funding from state/federal government: $9,731
Total funding from subsidized loans: $3,500
Total funding from Bonner: $2,500
Total funding from Bonner: $14,622  **Total: $33,198**

The following table illustrates a typical package build for an out-of-state resident.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Student</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine total cost of attendance</td>
<td>-</td>
<td>$33,198</td>
</tr>
<tr>
<td>2. Determine EFC based on FAFSA documentation</td>
<td>$2,065</td>
<td>$33,133</td>
</tr>
<tr>
<td>3. Apply $1,500 self-help deduction*</td>
<td>$1,500</td>
<td>$29,633</td>
</tr>
<tr>
<td>4. Apply Berry merit-based aid if applicable</td>
<td>$7,500</td>
<td>$22,133</td>
</tr>
<tr>
<td>5. Apply Berry out-of-state grant</td>
<td>$2,000</td>
<td>$20,133</td>
</tr>
<tr>
<td>6. Apply Bonner Work Grant</td>
<td>$2,500</td>
<td>$17,633</td>
</tr>
<tr>
<td>8. Apply Federal aid if applicable (Pell, ACG, SEOG)</td>
<td>$4,731</td>
<td>$12,902</td>
</tr>
<tr>
<td>9. Apply any non-Berry scholarships</td>
<td>$0</td>
<td>$9,402</td>
</tr>
<tr>
<td>10. Apply Stafford loan based on level of eligibility</td>
<td>$3,500</td>
<td>$9,402</td>
</tr>
<tr>
<td>11. Apply Berry need-based grant to any remaining cost</td>
<td>$9,402</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total funding from the student: $3,565
Total funding from state/federal government: $4,731
Total funding from subsidized loans: $3,500
Total funding from Bonner: $2,500
Total funding from Bonner: $18,908  **Total: $33,198**