How to Create a Community Learning Agreement (CLA):
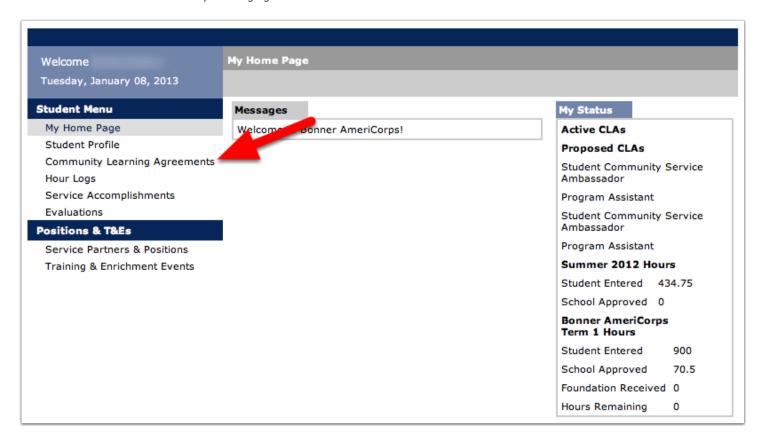
1. Go to depauw.bwbrs.org

2. On the left side menu, click Community Learning Agreements

3. On the drop down menu titled "Available actions" select "Add a Community Learning Agreement"

4. Select the service partner and position you have.

5. Look at the next page for information on how to fill out your CLA

Student Guide to Creating a Community Learning Agreement
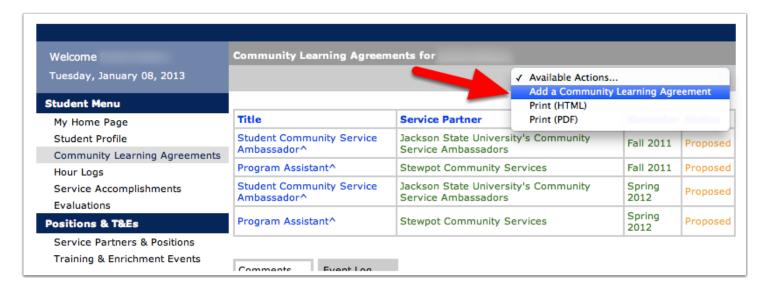
—> [back to BWBRS Users Guide](#)

Step 1: Click on Community Learning Agreements

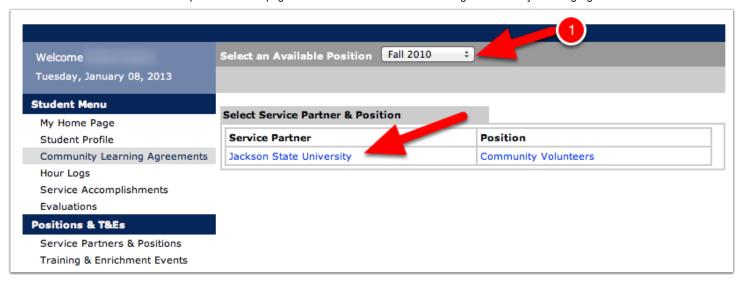Select the Student Menu > Community Learning Agreements menu.

Step 2: Click on "Add a Community Learning Agreement" menu

Select the Available Actions > Add a Community Learning Agreement menu.

Step 3: Select Service Partner & Position

Select the Service Provider & Position from the list for the relevant semester (see #1).
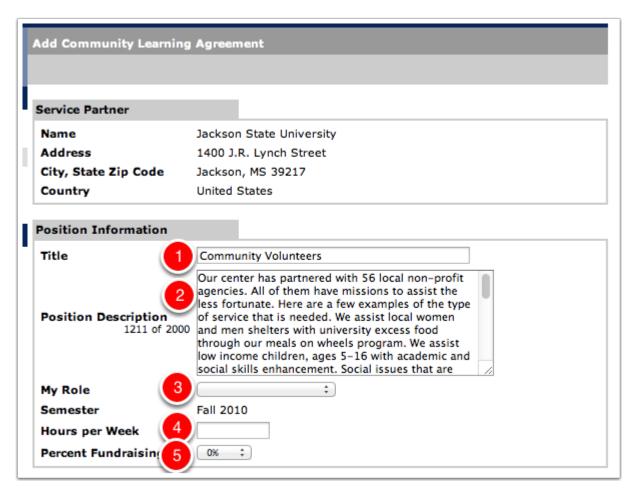
Step 4: Review Position Information

Review the position information which is drawn directly from the position description already entered in to BWBRS.

Add or edit any the following fields, as needed:

#1 - Position Title if yours will be different from the general one already in BWBRS;

#2 - Position Description if any changes are needed;

#3 - My Role indicates the level of leadership in your position;

#4 - Hours Per Week indicates the time committment for your position (which should generall be at least 4-5 hours per week to qualify as needing a Community Learning Agreement);

#5 - Percent Fundraising indicates how much time per week, on average, you will spend on fundraising activities.
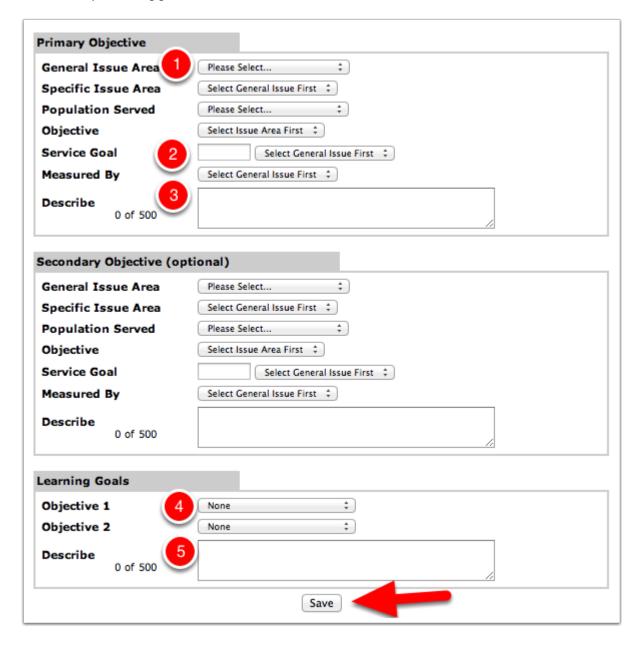

Step 5: Fill in Service Objectives and Learning Goals

Next, on the same page, you should fill in your **primary and secondary service objectives:**

#1 - General and specific issue areas, population served, and objective menus, which are dynamic (which means each option is dependent on the selection made in the previous menu)

#2 - Service Goal is a quantifiable number based on type of service being performed;

#3 - Describe the service goals in one or two sentences.

Next, fill in your learning goals, including:

#4 - Objective 1 and 2 from the pull down menu of skills and knowledge areas;

#5 - Describe your learning goals in 1-3 sentences.

Step 6: Save Community Learning Agreement

Click on the Save button at the bottom of the data entry screen (see above). It's now in "proposed" status.

Step 7: Notify Community Learning Agreement

At this point, you should use the Available Actions > Notify My School Administrator to review CLA so they can approve it in BWBRS.

BWBRS Semester Transition - Community Learning Agreements

click on PDF icon in bottom right corner to download this page

Foundation Requirements for CLAs

A Community Learning Agreement (CLA) *describes the student's specific position activities for that particular term*
- **written by:** the student
- **perspective:** written in the 1st person, with "I" statements or written in the 3rd person, building off the position description (but adding other details specific to the student's role)

Entry Guidelines
An effective Community Learning Agreement (CLA) should build off of the position description, adding particular details that describe the **measurable impact** of the service by including:
  i. The **specific activities** that are being completed or worked on during that term
  ii. The **beneficiaries** (population being served) for that particular term
  iii. The **overall impact or outcome** of the service for that particular term

Tips & Things to Consider

Students serving in the same position should have distinct CLAs. This helps in defining students' individual service and learning goals.

Think of CLAs as a way to measure, track, and plan impact through a placement. Often, students are serving in the same role across semesters; the CLA is an opportunity to articulate the learning opportunities and developmental goals.

Students with a history of good CLAs should be able to trace their developmental progress. This could connect with senior portfolios and career planning. CLAs are also a good tool in facilitating class-based or cohort meetings.

Make it Great: Real Examples from the Network

Sample CLA (**Position Title** @ *Community Partner*)

Youth Mentor & Program Coordinator @ *Trinity Jubilee After-School Program*
- I am both a Youth Mentor and the Program Coordinator for Trinity Jubilee After-School Program. I work with Somali students aging from 8-16 years old. My role is to help the students not only complete their homework assignments but to make sure that they are able to comprehend the material. In addition, I not only tend to the educational needs of the students but the emotional and social needs as well. As the Program Coordinator I recruit students to volunteer, assist in programming activities, make sure students have transportation to and from the program. I pay close attention to the management of the program, the challenges, successes, and the issues that the program may be experiencing then I work on ways to enhance the over program.

Family Support Services Assistant @ *Habitat for Humanity*
- Habitat for Humanity of Spartanburg changes lives by building decent, affordable homes in partnership with Spartanburg County families in need. I am the Family Support Services Assistant, and I will be working closely with the head of Family Support Services, she is the AmeriCorps Vista. I work with her to

How to Log Service Hours (CLA):

1. Go to depauw.bwbrs.org

2. On the left side menu, click hour logs

3. Enter in the information of the hours you did service through "Primary Position (CLA)"
    a. Enter start time and end time. Enter the date you completed your service
    b. Under "Primary Position (CLA)" select your CLA
    c. Click "Hour Log Entry"

4. To see how many hours you have, click on the tab "Report" - This breaks down how many service hours you have and how many hours are T&E.

How to Log Service Hours (Non-CLA):

1. Go to depauw.bwbrs.org

2. On the left side menu, click hour logs

3. Enter in the information of the hours you did service through "Other Position"
    a. Example: For start time put 9 a.m. For end time put Noon. For date put August 12 2019
    b. Under "Other Position" scroll down and select "Greencastle Parks Department"
    c. Click "Hour Log Entry"

4. To see how many hours you have, click on the tab "Report" - This breaks down how many service hours you have and how many hours are T&E.

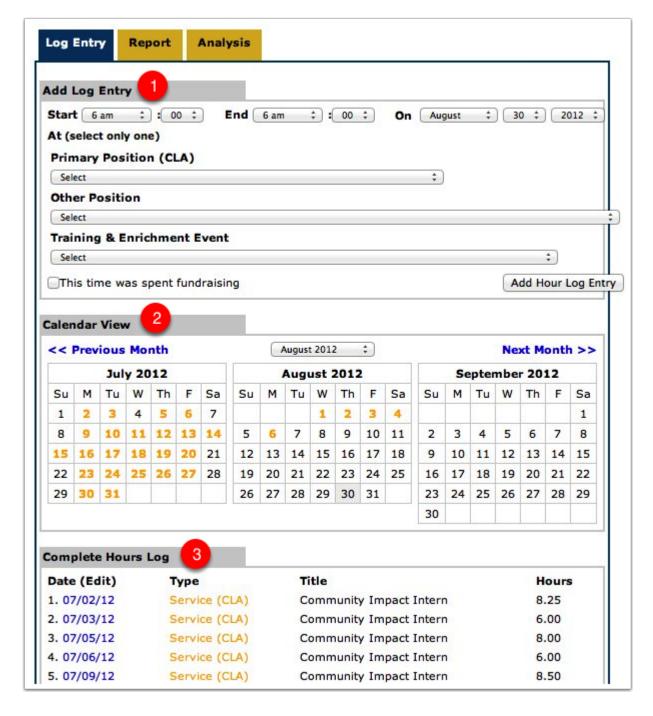# Student Guide to Entering and eSigning Hour Logs

Step 1: Go to Hour Log Entry Page

Log in to BWBRS and then click on Student Menu > Hour Logs > Log Entry tab. This will being up an empty hour log form.

This page has three sections:

1. **Add Log Entry**: this is the section where you add the hour log entry information.
2. **Calendar View**: this shows the calendar for current, prior and next months. The highlighted dates indicate that hours have been entered. Note: you can move months with either the "< < Previous Month Next Month >> " text buttons or use the month/year pull down menu.
3. **Complete Hour Log**: this lists all your hour log entries for the three month period showing in the section above.

Step 2: Enter Hour Log

Logging an entry is very simple! Just follow the instructios below.

1. Use the drop down button to select the start time
2. Use the drop down button to select the end time

3. Select the date that corresponds with the entry

4. There are three options in this step and you can only select one. Please indicate whether the hours you are logging are for your primary position (CLA), another position (Non-CLA) or a training and enrichent event.

5. Check here if you the hours your are logging were spent fundraising

6. Once you have entered all the fields click on "Add Hour Log Entry"
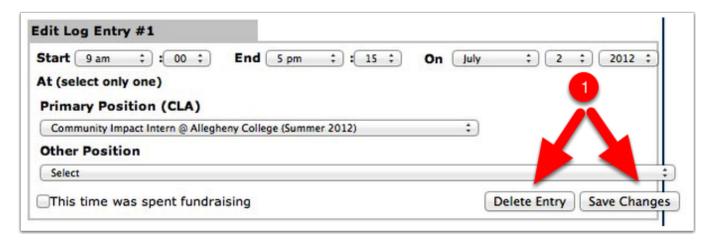

Optional: Editing Prior Hour Log Entry

Click on the date of the hour log you wish to edit.

Here you can edit your hour log to amend the date, time, position and indicate whether it was fundraising or not. Here You can also delete an entry. If you have edited changes please make sure to save it.

--> back to BWBRS Users Guide

How to Log Training and Enrichment Event (T&E):

Go to depauw.bwbrs.org

On the left side menu, click hour logs

Enter in the information of the hours you did Training and Enrichment
- Enter start time and end time. Enter the date you completed your T&E
- Under "Training & Enrichment Event" select what you did
- Click "Hour Log Entry"

To see how many hours you have, click on the tab "Report" - This breaks down how many service hours you have and how many hours are T&E.

Don't see a T&E you did? Here's how to fix it!

Go into your DePauw email and go to your google drive

Go the "Bonner Scholar Program" Folder

Locate the T&E Request form

Complete and submit the form