Recognizing Community CAPITAL: Community As Partners In Teaching About our Locale

For many service-learning courses, members of the local community are best suited to help students understand the community's history, assets, and needs, and to help train, explain issues, and prepare students for community-based service-learning activities. As co-educators of our students, community experts add value to the service-learning course experience, and modeling reciprocity in our partnerships should include acknowledging these partners' time and expertise. The UGA Office of Service-Learning, with funding support from the UGA Parents Leadership Council, is pleased to pilot a new initiative supporting and recognizing community experts who are asked to be guest speakers for academic service-learning courses.

During the 2023-24 academic year, the OSL offers the following support for community guest speakers who collaborate with an academic service-learning course: a $150 honorarium, and a parking voucher / code for a UGA parking deck.

Details and Requirements:

- A given course may only ask for one honorarium per semester.
- Honoraria may not be provided to people who are UGA employees.
- Priority is given to service-learning courses that have the S suffix/SERV attribute in CAPA.
- The community partner should be a guest speaker for **at least one class meeting** or equivalent. The presentation may be in person, or via Zoom or equivalent.
- For on-campus visits, parking deck vouchers (usually an electronic code) can be provided **upon request** for guest speakers.
- The course instructor should initiate the request to the OSL, using the Qualtrics link, and will need to work with the community member on the UGA reimbursement procedures.
- The guest speaker must sign up as an approved vendor (if they have not previously done so), at https://suppliers.uga.edu. For assistance, contact Kay Vaughn in the OSL (706-542-8924).
- Next, the guest speaker will have to complete a non-employee payment request form (sections 1-7), sign the form, and return it to Kay Vaughn in the OSL (kyvaughn@uga.edu) for processing.

To submit a request, please be prepared with information about the presentation (topic, date, class) and name and role of the community presenter to submit in the Qualtrics request. The Office of Service-Learning will follow up with approval and next steps.

Questions? Please contact Dr. Paul Matthews (pmatthews@uga.edu) with program questions or OSL business manager Kay Vaughn (kyvaughn@uga.edu) for technical assistance.