

## In-State Tuition Scholarship / Contribution Hours Form (For information only—DO NOT submit with verification form)

**BACKGROUND:** In-State Tuition Scholarship is made in part available through Minnesota taxpayer's support. The primary goal of contribution hours is to enhance on/off-campus cultural activities and promote diversity within the Mankato community. Through personal interaction, students can share their ethnic and cultural background while at the same time experiencing local culture in Mankato and the surrounding communities.

### To receive credit for contribution hours students must:

- Complete a **minimum of 25 Contribution Hours**
- Obtain the required signatures on the Cultural Contribution Hours Verification Form preferably **no later than three weeks after an event**. (The required signatures always include the signature of a Kearney International Center office Graduate Assistant)
- Turn in fully completed form to the Kearney International Center by no later than **December 9, 2011**. (**You must sign them in when turning them in, DO NOT just drop them off!**)
- Read all instructions carefully because failure to meet these requirements will result in a DENIAL OR CANCELLATION OF YOUR IN-STATE TUITION SCHOLARSHIP.

### Contribution Hours WITHOUT Pre-Approval can be earned by:

- Participating and/or volunteering for the Kearney International Center/ International Student Association Related Events
- Service learning through the Student Activities in CSU 173. This includes IMPACT Team and Service Learning Projects.  
**\*\*NOTE: in order to gain credit, you must have a signature from your direct supervisor/coordinator (either a GA or full-time staff member of Student Activities).**
- Working with MSU Departments (15 hours maximum and must meet the goal of contribution hours)

### Contribution Hours WITH Pre-Approval can be earned by:

- Recognized Student Organizations (RSO) on campus
- Community Service in Mankato
- All Events that are not directly related to the ISA/ Kearney International Center (this includes: sporting events and other events affiliated with organizations on/off campus)
- Events/ Activities that you want to receive more than the maximum hours

### Credit for contribution hours WILL NOT be accepted for:

**Any activity that is already an academic, social, or religious benefit to the individual student such as:**

- Religious sponsored events (unless it is educational in nature and pre approved by the Kearney International Center staff)
- Events/ Activities that students will already receive academic credit
- Events/ Activities that are required for other organizations (e.g. Community service required for Sororities/ Fraternities or other RSO's)
- Playing sports for a team or organization

### **STEPS IN THE CONTRIBUTION HOUR PROCESS:**

1. Sign up for a volunteer position for an event OR contact a representative from the organization that will be granting your contribution hours. **If the event/activity is NOT an ISA/ Kearney International Center sponsored event, you must receive prior approval from a Kearney International Center GA.** Pre-Approval can be gained by submitting a completed preapproval form (located on the following page) and getting a GA signature. If you are not sure if you need pre-approval please contact the Kearney International Center.
2. Upon completing your volunteer service, have the supervisor write their full name and phone number and sign on the line titled *supervisor signature*. It is up to you to contact your supervisor to get their signature. \*\*\* NOTE: for International Student Association/ Kearney International Center sponsored events such as nationality nights the supervisors may submit a list of volunteers and their hours to the Kearney International Center. In this case, the Kearney International Center Graduate Assistant can sign off on your hours without a supervisor signature as long as long as your name and hours are on the list.
3. Once you have completed hours, bring in your Contribution Hours Form to the Kearney International Center to get a signature from one of the Kearney International Center Graduate Assistants. **You should get the GA signature no later than 3 weeks after you have completed the event.** It is important to have ALL information complete by the time you bring your form to the GA to sign.
4. After you have completed 25 hours and received a GA signature for all hours, submit the form to the International Center front desk. **\*\*\*NOTE: you must sign in your contribution hour form. Do not just drop off the forms!**

### **Cultural Contribution Hours Guidelines**

**All events not directly sponsored by the ISA or Kearney International Center must have prior approval by a Kearney International Center Graduate Assistant.**

<b>Event Activities</b>	<b>Kearney International Center/ ISA Events</b> (for example, Nationality Nights) (based on actual hours worked as reported to the Kearney International Center by the event Coordinators)	<b>International Festival</b> (based on actual hours worked as reported to the Kearney International Center by the event Coordinators)
Cooking	Actual hours worked up to 6 per event*	Actual hours worked up to 8 hours
Decorations	Actual hours worked up to 6 per event*	Actual hours worked up to 8 hours
Orientation	Actual hours worked	Actual hours worked up to 25 hours
Clean-up/Set-up	Actual hours worked up to 6 per event*	Actual hours worked up to 8 hours
Ticket Sales	Actual hours worked up to 6 per event*	Actual hours worked up to 8 hours
Serving	Actual hours worked up to 4 per event*	Actual hours worked up to 6 hours per event
Security	Actual hours worked up to: 6 hours per event*	Actual hours worked up to 8 hours
Coordinators	Actual hours worked up to 20 per event*	Actual hours worked up to 25 hours
Assistants	Actual hours worked up to 15 per event	Actual hours worked up to 25 (GA and Coordinator will determine)
<b>Additional Activities</b>		
Performances**	4 hours per performance (song, dance, playing instrument, etc.) up to an 8 hour maximum per event** Except Flag Parades which have a two hour maximum.	
Presidents of ISA Recognized Nationality Groups/ISA appointed Board Members	Actual hours worked up to 20 hours (based on attendance/ involvement)	
MSU Departments	Actual hours worked up to 15 hours.	
Kearney International Center projects (must be approved in advance)	Number agreed upon with Kearney International Center	
ISA Elected Officials	Actual hours worked up to 20 hours (based on attendance/involvement)	
<b>The events below <u>MUST</u> have prior approval from the Kearney International Center GA's or Staff for any hours to be awarded!</b>		
Sports	Actual hours worked up to 15 hours limited to demonstrations/planning events that involve community members. You will NOT receive hours for playing a sport.	
Mankato Community Service	Actual hours worked up to 15 hours at one agency.	
Speakers Bureau General Public Presentations on Culture, Country etc.	Actual number of hours per presentation with a 2 hour minimum.	
Religious Events (must be educational in nature)	The number of hours will be agreed upon with a Kearney International Center staff member or GA prior to the event. You may not exceed 15 hours under this category.	
RSO's	Actual hours worked up to 15 hours limited to activities/presentations. You do NOT receive hours for attending meetings.	

\* You may participate in multiple activities for the same event. For example, if you worked 4 hours with ticket sales for African Night and also worked 6 hours with Security for African Night, you would receive 10 hours total.

\*\* If you perform one song at an event, you will receive 4 hours. If you perform one song and one dance at an event, you will receive 8 hours. If you perform two songs and one dance at the same event, you will still only receive 8 hours.

Any Coordinator, Supervisor, or International Student who falsifies hours for themselves or others will lose their in-state tuition and supervisory rights for any future events.

# Contribution Hours Pre-Approval Form

Event & Department \_\_\_\_\_

Event Supervisor Name \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_

Number of hours agreed upon \_\_\_\_\_

Signature of Kearney International Center Representative \_\_\_\_\_

Student Signature \_\_\_\_\_

Event & Department \_\_\_\_\_

Event Supervisor Name \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_

Number of hours agreed upon \_\_\_\_\_

Signature of Kearney International Center Representative \_\_\_\_\_

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Student Signature \_\_\_\_\_

Minnesota State University, Mankato  
**In-State Scholarship Recipients**

**CULTURAL CONTRIBUTION HOURS VERIFICATION FORM**

**For Fall Semester 2011**

**NOTE:**

(a) *This form must be completed and returned to the Kearney International Center by December 9, 2011.*

(b) *Log in your paperwork in the Contribution Book in the Kearney International Center; DO NOT just drop off the form.*

(c) *A minimum of 25 contribution hours must be completed.*

**PLEASE FILL OUT FORM COMPLETELY and PRINT CLEARLY**

**Name** \_\_\_\_\_ **Home Country** \_\_\_\_\_  
Family/Last Name First Name Middle Name

**Mankato Address**

\_\_\_\_\_ Street Apt. # City State Zip Code

**Mankato Telephone Number**

( \_\_\_\_\_ ) \_\_\_\_\_

**Tech ID #** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

Event Date \_\_\_\_\_ Event Name \_\_\_\_\_  
Task \_\_\_\_\_  
Begin Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hours \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
GA Signature \_\_\_\_\_ Date \_\_\_\_\_

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