

RFP and Request for Nominations: 2021 Civic Action Week

[Civic Action Week](#) hosts the following associated opportunities:

- Educational Workshops aligned to the Civic Pathways (synchronous or asynchronous)
- Donation Opportunities for Civic Missions
- DIY projects for volunteers to complete on-campus or at home
- In-person, onsite projects for direct service
- Virtual opportunities for direct service

Below are details regarding the application for submission for each and guidance on how proposals will be evaluated. **Proposals due Friday, July 23, 2021. You will receive notification on your proposal July 30, 2021 by close of business.**

University of Pittsburgh Civic Action Week is a campus wide event for students, faculty, staff, and the broader community to educate, engage, and encourage collective responses to pandemic and persistent societal challenges. In our second year, we would like to advance our framework to deepen our understanding through [Dialogue, Deliberation, and Disruption](#).

This series of events and opportunities also mark an innovative way the offices that lead Pitt's public service & civic engagement initiatives across students, faculty and staff continues to evolve and advance our partnership. This event was made possible in part by the efforts of the cross functional COVID-19 Outreach Task Force that came together quickly when Stay At Home orders were first released in March 2020. The re-imagined "volunteer management team" that came together to manage the pandemic service initiative response and Civic Action Week represents a collaboration by the Office of PittServes and the Office of Engagement and Community Affairs.

EDUCATIONAL WORKSHOP PRESENTATIONS

PROPOSAL SUBMISSION REQUIREMENTS

- Project Title
- Project partner(s)
- Brief abstract

Workshops and posters should feature partnered work that seeks to address societal concerns and public well-being. Proposals related to racial justice, equity, and inclusion are especially welcome. We value and prioritize workshops that present information on community engaged teaching and learning, community research, and the practice of engagement in the following ways:

- **Presentations on persistent societal concerns, dialogue & deliberation, intergroup dialogue, advocacy & community organizing, and community-led disruption**

- Workshops that explore how solutions are being shaped by both academic research and the knowledge of community partners
- Workshops that explore community engaged teaching and learning, such as studies of community-engaged pedagogy (often known as service-learning), reflection and meaning making of service experiences, civic engagement and commitment to democratic principles, reciprocal learning (transformation within students, faculty and community partner experience), community as co-educators of students.
- Workshops that present frameworks for action research, explication or analysis of participatory methodology, epistemological issues within engaged scholarship, ethical implications of collaborative research agendas, comparative analyses of policy or practice.

PROPOSAL SELECTION CRITERIA

Proposal reviewers will apply the following criteria in selecting presentations and posters for the conference:

Fit for overall schedule and civic action week program (e.g., offerings of different presentation types and topics).

WHO SHOULD SUBMIT A PROPOSAL?

We welcome proposals from any programs, organizations, communities, and coalitions. These individuals and groups include but are not limited to:

- Neighborhoods and neighborhood organizations;
- Non-profits or other organizations that have partnered with Pitt for volunteerism, service-learning and/or community engagement;
- University and college faculty and staff involved in the study of service-learning, outreach, and/or community engagement;
- Post-doctoral, graduate, and undergraduate students involved in or studying the impacts of service-learning and/or community engagement;

DONATION OPPORTUNITIES and DIY PROJECTS

The University of Pittsburgh is able to support a number of donation drives and do it yourself projects for local organizations that align with our critical impact areas of:

- Basic Needs
- Civic Participation
- Digital Access & Equity
- Education
- Health Equity
- Economic Opportunity

Submit a brief project description and/or flyer by the deadline of July 23, 2021 in order to be featured on our Civic Action Week website. Please specify the following:

- What materials are necessary and will they be provided or need to be purchased by volunteers
- When projects/donations are complete, are you able to provide pickup from an on-campus location or should volunteers send directly (and to where?)

IN-PERSON VOLUNTEER PROJECTS

We welcome in-person projects that keep our volunteers safe and serve your organizations and communities. Please provide us details with the following information in order to be considered:

- Number of volunteers requested
 - o 0-10
 - o 10-30
 - o 30+
- Physical location of project site
- Type of support being requested (project description)
- Number of hours of project anticipated
- Bathrooms provided (yes or no)
- Meal provided (yes or no)
- Water provided (yes or no)

REQUIREMENTS & EXPECTATIONS

Service Site (In Person Opportunities Only)

- Conduct the service project rain or shine.
- Have a representative present at ALL TIMES to meet the volunteers and accompany them throughout the project.
 - o This representative will also provide an overview/orientation of the project to the volunteers. Representatives will be present at the service site (at minimum) 30 minutes prior to the start of the project in case students arrive early. Have representative available by cell phone week of October 4, 2021.
- Have restroom facilities accessible for the volunteers.
- Have access to hand washing stations.
- Not have volunteers use power tools during service projects.
- Not have volunteers work on highways or on unsafe projects
- Not transport volunteers in private vehicles.

The University of Pittsburgh

- Provide logistical support including but not limited to: transportation, basic supplies and/or meals for volunteers.
- Send a staff member or student leader(s) to accompany the student volunteers.
- Have the volunteers arrive at the service site at designated times.
- Prearranged transportation (Depending on project location distance, please allow for a +/- 15minute drop off and pick up time). Provide safety t-shirts for all volunteers in addition to trash bags and gloves if appropriate
- Approve all service projects to ensure proper service project guidelines are met

Due to the unprecedented circumstances, please note that we cannot guarantee any organization or project a spot in the Week of Service.

Questions: Email Kristy Giandomenico at kag251@pitt.edu.

VIRTUAL VOLUNTEER PROJECTS

We welcome a diversity of projects that do not require an in-person presence for volunteers to support you. Please provide details on the following:

- Is any specialized knowledge necessary in order to participate?
- Are clearances necessary to participate?
- Is this project limited to occurring during Civic Action Week (October 4-9)?