

Cornell University
Student Assembly

109 Day Hall
Ithaca, NY 14853

t. 607.255.3715
f. 607.255.2182
e. sa@assembly.cornell.edu
w. http://assembly.cornell.edu/SA

2014 - 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ <u>1.50</u>	
Petition signatures (if new applicant)	_____	
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	_____	
Mission Statement (1 pages)	_____	
Group Profile (3 pages)	_____	
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 		
Summary of request (2 pages)	_____	
10-13 Financial Statements	_____	
13-16 Projections	_____	
Office Use Only		
Received by:	<u>AE</u>	
Date Received:	<u>4/25/13</u>	
Sigs Checked:	_____	

Applicant Organization/Program Name: EARS (Empathy, Assistance + Referral Service)

Primary Contact	Secondary Contact
Name: <u>Winnie Chu</u>	Name: <u>Fiona McCabe</u>
Address: <u>311 Eddy St.</u> <u>Ithaca, NY 14850</u>	Address: <u>303 Eddy St #2</u> <u>Ithaca, NY, 14850</u>
Phone: <u>917-770-6910</u> Email: <u>wc375</u>	Phone: <u>914-582-4324</u> Email: <u>fmm43</u>

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.

Representative: Fiona McCabe (print name) fionamecabe (signature) 4/22/13 (date)

Student Assembly Byline Funding Eligibility Checklist

To be eligible for consideration for byline funding, the applicant must meet the following criteria:

Applicant Initials

Staff Use Only

Required for All Applicants

Directly and primarily serves/benefits the entire undergraduate Cornell community

Allows all students equal access to services and/or participation

Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two

fm
fm
fm

Required for Applicants Who Are Not Currently Receiving Byline Funding

If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students

fm

May Be Waived By Student Assembly with Approval of University President

Is registered with the Student Activities Office

Is student-directed and student-led

Has Cornell operating account with internally controlled funds

Has a Cornell-employed advisor with oversight of Cornell funds

Has received funding from a unit at Cornell university in each of the last two semesters

fm
fm
fm
fm
fm

If applicant is a registered student organization, the following officers must sign below. The undersigned acknowledge that they have reviewed the application, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

Counselor
President:

Fiona McCabe *Fiona McCabe* 4/22/13
(name) (signature) (date)

Counselor
Treasurer:

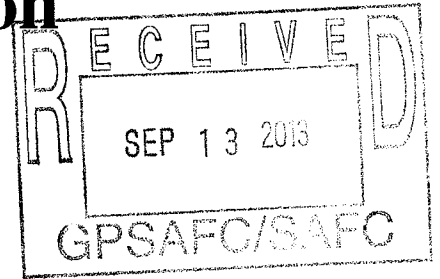
Winnie Chu *Winnie Chu* 4-22-13
(name) (signature) (date)

Advisor:

Janet Shurtall *Janet Shurtall* 4/22/13
(name) (signature) (date)

STUDENT ACTIVITY FEE

Funding Application



Empathy, Assistance, and Referral Service (EARS)



Submitted Sept. 13, 2013

Empathy, Assistance, and Referral Service (EARS)

Request for 2014-16 Student Activity Fee Funding

EARS requests \$1.50 per student, per year.

Purpose and Background of EARS

For more than thirty years, EARS has provided free, confidential, counseling services, open to all members of the Cornell Community, as well as multi-tiered training and outreach programs. As a student-run organization, EARS benefits the community at many levels.

Counseling: The EARS counseling room is open seven days a week during the academic year. It is staffed by rigorously trained and professionally supervised student volunteers, standing by to provide personal counseling on issues ranging from isolation to anxiety, stress, depression, relationship issues, eating disorders – the whole gamut of issues faced by individuals from every part of the campus. Counselors provide both in-person and over-the-phone services. On average these volunteer counselors handle more than 800 calls and walk-in visits to the EARS counseling room every academic year. No issue is too big, or too small for EARS counselors. Beginning this semester, EARS, in partnership with Suicide Prevention and Crisis Services (SPCS) of Tompkins County will be staffing two nights of on-line live chat counseling sessions (Tuesday and Thursdays, 6-10 pm) EARS will incur costs for the service that hosts this service that maintains confidential records (iCarol) SPCS will provide supervision for the first year at no additional costs.

Training: More than 500 trainees participate in Beginning, Advanced or Intensive training every year. All three twelve-week training series run concurrently on Monday nights every semester. EARS this semester in an effort to increase accessibility of EARS Beginning Training to west campus students is offering training at Becker Hall for 50 students in addition to offering it at Robert Purcell Union. The weekly, two-and-a-half hour workshops offer in-depth training in communication and counseling skills. Sessions are open to all students, whether for personal life skills, or as preparation for becoming a counselor. The trainings also give members a chance to learn alongside people from throughout the campus and consistently draw a rich mix of ethnicities, genders, races, sexualities, ages, religions, colleges, grad and undergrad programs. Trainees learn about empathic listening, human relations, leadership, specific challenges faced by college students and helping skills, and they gain self-understanding, compassion and appreciation for others. Last January, EARS sponsored an ASIST Training (Applied Suicide Intervention program), a comprehensive two day training that aims to support counselors in becoming more comfortable, confident and competent in helping to prevent the immediate risk of suicide. This is a required training for all persons who staff nationally credentialed crisis centers. The additional funds afforded to EARS with this request will enable EARS to hold this training annually for student leaders (EARS, Minds Matter) and others.

Outreach: EARS members who pass a rigorous evaluation to become counselors may also volunteer to be trainers at all three EARS levels – and also to lead outreach workshops for campus groups. Outreach programs vary from year to year but in the past

year included training for RAs and Orientation Leaders, Peer Advisors (AAP and Human Ecology), Leadership Conferences and Series (Fraternity and Sororities), Alternative Break, Humphrey Fellows, and nursing home volunteers. Two EARS counselors monitor and coordinate programmatic support as requests are received. In past years, EARS has partnered with Residential Programs and other student organizations on campus. These workshops reach more than 700 additional members of the Cornell community.

Leadership Development: Each year, some 25-30 students join the EARS staff, assisting in every aspect of organizing and running this complex service.

Public Relations/Marketing: In addition to many public speaking and training opportunities, students help coordinate extensive public relations and marketing activities to promote constant awareness of the counseling, training and outreach services.

Description of the EARS Group

Officers

EARS leadership is distributed among several different programmatic areas, without specifically designated roles for a traditional President, Secretary, etc. Leadership of staff meetings is facilitated on a rotating basis. In Spring 2013, EARS had the following leadership roles: twenty-five different students served as trainers, four as training coordinators; two students led a ten-member outreach team; four students volunteered to assist in marketing and public relations; two students coordinated EARS room materials and record keeping; five students volunteered to provide leadership and oversight to the EARS testing process (Long Role Play) that was held four times to test trainees who wish to become recognized counselors.

Members

Spring 2013 counselors: 65 (23 graduated)

Expected additional new counselors during 2011-2012: about 12-15 each semester

Spring 2013 Registrations for each 12-week training series:

*Beginning 151

Advanced 90

Intensive 35

Total: 276

With offering training this semester on West, enrollment in EARS Beginning training has increased by 40 students.

History

EARS was founded in the early 1970s to provide peer counseling for the Cornell Community. Training sessions have been held on Monday nights since the beginning of the program. The depth and complexity of the training model have developed and evolved over the history of the program, with successive generations of students and advisors refining the counseling skills and training techniques. Today EARS enjoys a reputation as one of the most rigorous and thorough collegiate counseling training programs in the nation. The phone line and walk-in service are widely used by members across the entire Cornell community. Outreach programs reach out to various campus groups on a wide variety of requested topics, focusing on communication skills and personal-growth issues.

Activities in Current Cycle

Counseling Service: Telephone and walk-in contacts in the EARS room are expected to continue at the average of 800 per year. EARS calls have remained constant since the last SAF funding cycle. EARS continues to experience a steady flow of students reporting serious depression and suicidal feelings. We continue to see an increase in students expressing worries about their finances and with worries about the post-graduation job market. EARS staff meet monthly for activity planning and in-service learning. These meetings invite speakers from campus and community to assist them in providing up-to-date resources.

Training: A widely distributed new EARS brochure has contributed to increased training enrollment for three levels of training in different campus locations. Nearly 520 students registered during the 2012-13 academic year.

Outreach programs: Workshops were provided for RAs, Orientation Leaders, two groups of Peer Advisors (in Biology and Human Ecology), community center staff, Tatkon Center student staff, residence units, Graduate Student speakers series at the Big Red Barn, fraternity and sorority groups, and Graduate TAs. These workshops reached an additional 750 members of the Cornell community this academic year.

Leadership Development: EARS staff continue to develop their roles as described above.

Public Relations: EARS marketing efforts include posters, flyers, print ads, power point ads, banners, tabling, public appearances, special projects, novelty items like pens and balloons, use of list-serves, chalking, direct mailings, quarter carding and more. All are designed to raise awareness of the free counseling and training services.

Itemized Budget for Proposed Student Activity Fee EARS Expenditures

\$2,500	EARS telephone service This funds three phone lines in the EARS room to handle the calls received. (support for server support of EARS pilot, "Chat")
\$4,500	Training materials Each EARS trainee receives a folder with resources and readings that explain and illustrate the step-by-step acquisition of communication and counseling skills. Additionally, each trainer receives a folder with resources/supplies to draw from in training at each level. On average there are between 15-25 trainers each semester. Cost increase reflects the addition of a training group on West Campus and with training materials for ASIST training.
\$3,400	Consultant and Trainer Honoraria This covers payments to presenters and speakers at each training level, as well as consultants who assist EARS counselors in a variety of in-service trainings. It is imperative that trainees and counselors receive the latest, expert training on the complex issues they face. Additionally, it will cost \$1000. to secure two ASIST trainers for the two day training at Cornell.
\$4,100	Promotional materials EARS uses a variety of materials, including tissues, pens, banners, t-shirts, bookmarks, and balloons, as give-aways to spread awareness about the EARS counseling phone number and hours throughout the campus community. The service only works when members of the campus community are aware that it is available.
\$1,750	Reprints for the EARS Brochure More than 2000 brochures about the phone service, training, and outreach, are distributed across campus each semester (primarily to student support services across campus, Residential Programs, Gannett Health Center, and EARS trainees.)
\$1,000	Large Poster Campaign Three different student-designed four-color EARS posters continue to be widely distributed across the campus to publicize individual areas of EARS service: training, counseling and outreach.
\$3,000	Advertising in the Cornell Sun, Campus Planner, message boards etc. Quarter-page ads at least weekly in the Cornell Sun will be supplemented this year by display ads in the annual campus planner and quarter cards distributed in residence hall mailboxes. EARS has reduced its advertising budget in past 2 years by \$1000 by relying a more on social media (e.g., Facebook, listserves and info sessions).
\$20,250	TOTAL

EARS Budget 2010-2016	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Projected 2013-2014	Projected 2014-2015	Projected 2015-2016
Revenues						
SAF Revenues	\$15,681	\$15,681	\$15,681	\$16,000	\$20,250	\$20,250
DOS Funding	0	\$991	\$1,500	0	0	0
Total	\$15,681	\$16,672	\$17,181	\$16,000	\$20,250	\$20,250

SAF - Funded Expenditures						
Telephone service	\$1,391.24	\$1,471	\$1,473.93	\$1,400	\$2,500	\$2,500
Training materials	\$3,307	\$3,650.13	\$3,972.82	\$3,500	\$4,500	\$4,500
Consultants/trainers	\$2,390	\$2,390	\$2,475	\$2,400	\$3,400	\$3,400
Promotional materials (pens, shirts, tissues)	\$3,348	\$3,916.44	\$4,081.26	\$3,700	\$4,100	\$4,100
Brochure printings	\$1,248	\$1,540.58	\$1,636.63	\$1,500	\$1,750	\$1,750
Large posters and distribution (Student Agencies)	\$735.27	\$740.15	\$878.06	\$1,000	\$1,000	\$1,000
Advertising/Daily Sun, campus planners, etc.	\$2,852.44	\$2,963.70	\$2,663.30	\$3,000	\$3,000	\$3,000
Total	\$15,271.95	\$16,672	\$17,181.00	\$16,500	\$20,250	\$20,250

CONSTITUTION FOR EMPATHY, ASSISTANCE, & REFERRAL SERVICE

Article I. – The name of the organization

The name of this organization is Empathy, Assistance, and Referral Service (EARS).

Article II. – Affiliation with other groups

EARS is affiliated with the Dean of Students Office of Student Support.

Article III. – Purpose, aims, functions of the organization

EARS provides counseling, training, outreach and leadership development services, open to all members of the Cornell community. Free, confidential telephone and walk-in counseling is offered seven days a week during the academic year in the EARS room, 211 Willard Straight Hall. EARS counselors also volunteer each semester to train other Cornellians who wish to become counselors or to improve their listening skills, their awareness of themselves and of others. EARS offers leadership development to staff members who are able to take on key responsibilities within the organization. EARS also performs a community outreach function by responding to community requests for workshops in communication skills and related topics.

Article IV. – Membership requirements/limitations

Any member of the Cornell community may train to become an EARS counselor. In order to be allowed on staff, they must attend at least two semesters of training, and obtain at least four evaluations from EARS counselors. They must also successfully pass the Long Role Play, a full-length counseling session in which two EARS counselors evaluate the trainee. All staff members are required to attend four staff meetings a semester, as well as to evaluate two Long Role Plays. Each staff member is also responsible for at least one three-hour shift per week.

As an organization, EARS does not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

Article V. – Officers

EARS operates without formal officers. Leadership tasks for counseling, training, outreach and public relations are divided on a volunteer basis among the counseling staff to cover administrative responsibilities for each academic year. All counselors have an equal say and share equal responsibility for the program. Additional leadership positions within EARS include but are not limited to Beginning, Advanced and Intensive trainers, Long Role Play Coordinators, SAF representative, staff meeting facilitators, publicity, outreach coordinator.

Article VI. – Advisor

The advisor to EARS is the Assistant Dean for Student Support, from the Office of the Dean of Students. Duties of the Advisor include assisting EARS volunteers in coordinating all aspects of the counseling, training and outreach and leadership development services.

Article VII. – Meetings

The EARS counseling office is open throughout the academic year: 3-11 pm Sunday through Thursday; 3-10 pm Friday and 6-10 pm Saturday. All three levels of EARS training meet from 7pm to 9:30pm on Mondays, throughout the entire semester. EARS staff members have four two-and-a-half hour monthly meetings each semester.

Article VIII. – Quorum

No quorum is needed at EARS staff meetings. Group and program decisions are based on discussion and the consensus of the members.

Article IX. – Referendum and Recall

Informal discussion, led by the staff meeting facilitator will be the norm at all staff meetings. Decisions on changes in the leadership roles will be based on the consensus of the members.

Article X. – Amendments

Amendments to this constitution can be proposed by any EARS counselor or the advisor and will be discussed and decided on at the next staff meeting by all present counselors.

Article XI. – Ratification

This constitution is adopted by the 2001-2002 staff of EARS, on behalf of all past, present, and future members of EARS.