



Spring Hill College | Pathways to Purpose

Small Group Discussion Guidelines

Overview and Requirements

Small Group Discussions provides an opportunity for students, faculty, and staff to deepen their understanding of their vocation in community with peers, faculty, and staff through smaller, more informal conversations. Any group can apply with Pathways to Purpose to be recognized as a registered group and therefore receive funding for conversations and activities. All groups must meet the following requirements:

- The group must have at least 6 members but no more than 10 members
- The group must have at least 1 faculty or staff member in the group
- The group must be willing to commit to being a group for one academic year
- The group must be willing to meet at least 3 times throughout the academic year
- The group must be willing to submit proof of meetings including but not limited to: receipts, agendas, notes, individual reflections, photographs

Funding and Reimbursement

Each group, regardless of size, is able to receive up to \$150 in funding for the year to participate in conversations, serve food, attend events, or host activities. Registered groups will be eligible to receive reimbursement when:

- The group has planned at least 3 meetings for the year
- At least 75% of the group is in attendance at the meeting
- The faculty or staff member is in attendance at the meeting
- The group incurs expenses that fall within the College's guidelines for expense reimbursement and are supported by appropriate receipts, specific questions about reimbursements can be submitted to pathways@shc.edu
- The group provides a description of the meeting, the individuals present, and minutes, an agenda, or individual reflections of the meeting.

Groups can apply for additional funding if needed. Groups must submit detailed outlines of how the additional funding will be used prior to the meeting or event. Additional funding of up to \$50 per group is available.

Reimbursement requests may not be submitted online due to the necessity to provide original, itemized receipts. The Reimbursement Request Form is available on the Pathways to Purpose website.

Registration and Re-Registration

Groups must register online via the Small Group Registration form. The group will receive an email from pathways@shc.edu when their group has been approved. Groups must re-register each academic year to be eligible for funding. Groups who fail to re-register annually will be assumed to be disbanded.

Additional Notes

Groups are closed, and once formed additional members cannot be added. It is critical that ideas and stories shared within the group are respected as personal and confidential. Members have an ethical responsibility to other members to protect the privacy and well-being of other members. Individuals may not be in more than two (2) groups at any given time.