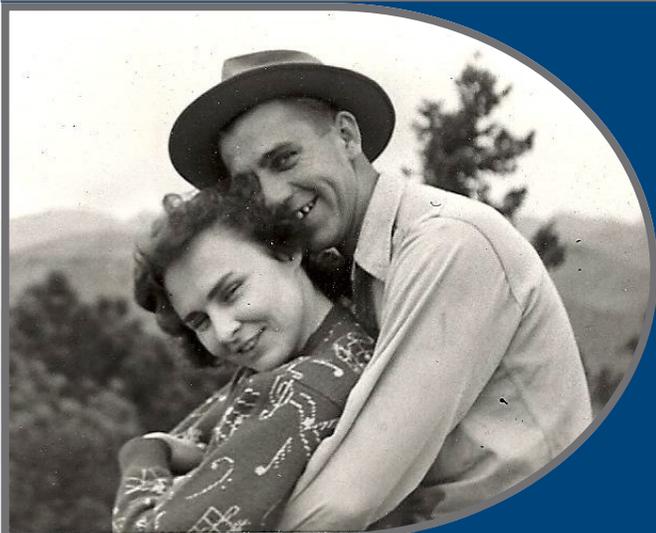


PUKSTA SCHOLARS



2018-2019
Handbook

Leaders That Make A Difference

The Puksta Scholars Program

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Program Coordinator

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PUKSTA SCHOLARS
2018-2019 Handbook

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Leaders That Make A Difference



PUKSTA SCHOLARS

History



Harry was born in Chicago, Illinois and was a veteran of WWII where he fought in North Africa. Eva, an only child, was a farm girl from Albion, Nebraska. She moved to Denver, CO to work at the Veteran's Administration office. Upon his return from the war, Harry walked into that same office, saw Eva, and the rest is history. They got married and moved into a ranch style house in the University of Denver neighborhood, where they lived the rest of their lives. The house was full of knitting that Eva handmade and owls she loved to collect. Harry and his only brother started a construction business, building roads throughout Denver.

After his brother passed away, Harry and Eva began to buy land and properties around town and became landlords. They were a strong and compassionate couple that valued honesty and hard work. In early 1999 Eva was diagnosed with ovarian cancer. This is when they decided to sit down with John Mulstay to discuss what to do with their estate, given that they had no heirs. They loved Denver and loved Colorado and wanted to build a foundation to bequest their legacy to "the good kids of Colorado, so they could be afforded the chance to go to college." These were the only instructions given to John. On July 2nd, 1999 Eva was admitted to Swedish Hospital due to complications, the next day Eva passed. On July 4th Harry suffered a heart attack and could not recover. John was the person they trusted to fulfill their wish in the case they should die together. He kept that promise.

Thanks to a friendship and a promise fulfilled, the Puksta Foundation now has over 200 alumni and current scholars at Colorado State University, University of Colorado Boulder, University of Colorado Denver, University of Denver, and Metropolitan State University of Denver.

Their legacy lives on in the good that these alumni and scholars do in our world.



PUKSTA SCHOLARS

Puksta Foundation Team

John Mulstay, Executive Director



John Mulstay is a Senior Vice President with a prestigious investment firm. John's practice is focused on assisting high net worth families, foundations, and endowments with all aspects of their wealth management. Prior to joining his investment firm, John was coaching the snowboard program for Team Summit. John founded the Team Summit snowboard program in 1993 for a handful of very talented young men and women living in Summit County, CO. The program is now one of the largest and most successful snowboard programs in the country.

John's initial involvement with The Puksta Foundation began at the very beginning. Harry and Eva Puksta were clients of John's. While working with Harry and Eva on their estate planning and wealth transfer the idea of a scholarship program for "good kids" in the community began to take shape. In the early part of 1999, Eva was diagnosed with an untreatable form of cancer. At this point, Harry and Eva asked John, that should anything happen to them, if he would create this foundation for them. Harry and Eva Puksta passed away just hours apart from each other on July 3rd and July 4th of 1999. With the assets that Harry and Eva left

behind, John built the Puksta Foundation and it was incorporated in the state of Colorado in 2000. The first gifts to the Puksta Scholar program were made in 2001 and those scholarship grants continue through to this day.

NiChel Mulstay, Director of Development and Community Outreach

NiChel is a first generation graduate with a B.S. in Biology from the University of Colorado at Denver. She is always pursuing her love for learning. Before becoming Director of Development and Community Outreach with The Puksta Foundation, she volunteered with the development committee for 3 years. Falling in love with the genuinely inspiring stories, she is passionate about working with the Puksta Scholars and watching them succeed in life and through the scholarship program. A Colorado native, NiChel enjoys snowboarding, hiking, and camping but must travel for her love of scuba diving.



PUKSTA SCHOLARS

Puksta Network



University of Colorado
Boulder



University of Colorado
Denver



METROPOLITAN
STATE UNIVERSITYSM
OF DENVER



UNIVERSITY *of*
DENVER

Colorado
State
University



Over 70 current scholars

Over 200 Alumni

Growing network of board members, alumni, industry professionals, and active scholars.



METROPOLITAN
STATE UNIVERSITYTM
OF DENVER



puksta
FOUNDATION

PUKSTA SCHOLARS

Leadership and Culture

The Puksta Scholars Program is run collaboratively by students, the Program Coordinator, Mentors, the Advisory Board, and the Puksta foundation. This means that the perspectives and ideas of students are highly valued and many key decisions about the Puksta Program are jointly decided between all the stakeholders, making this a uniquely collaborative student civic engagement and community leadership program.

A culture of accountability is central to the Puksta Scholars Program. Scholars must actively hold each other accountable. As a scholar, you should expect to both hold other students accountable to being their best and welcome other's efforts at holding you accountable to being your best. This culture of accountability is how we support one another and push each other to reach our stated goals, and grow as individuals and as a community.

This is not just a scholarship, nor just a program, but a community. Hence, monthly meetings are a requirement. These meetings are held on the 2nd Friday of every school month from 7-9am. This allows the scholars the opportunity to grow together. This is a time to share in each other's victories and challenges, and to support each other's ideas and work.

PUKSTA SCHOLARS

Program Coordinator

The Program Coordinator will be your first contact if you have any questions or concerns about the program. Please notify him early if you need any help at all. The Program Coordinator is available to support your efforts as a Puksta Scholar and create a program structure and facilitate training in order for you to reach your goals. He approves the distribution of scholarship and professional development funds.

Puksta Program Coordinator:

Tim Meeks, Civic Engagement Program Manager

Applied Learning Center

Administration Building Suite 325

Office: 303-615-1331

tmeeks3@msudenver.edu

Office hours are M-F, 8am to 4:30pm (later by appointment)



PUKSTA SCHOLARS

MSU Denver Puksta Advisory Committee

The Advisory Committee is made up of faculty and staff from various departments on campus. At least one Puksta scholar is invited to participate on the advisory board. The board is responsible for strategic planning for the Puksta Scholars Program, reviewing incoming scholar applications, project proposals and handling any disciplinary actions that might be necessary.

Advisory Committee Members

David Campos—Puksta Scholar, Business Administration Major—camposdavid2424@gmail.com

Emily Dolezal—Professional Studies, Advising Office—edolezal@msudenver.edu

Rhonda Eaker—Director, Applied Learning Center—reaker@msudenver.edu

Megan Filbin-Wong—Assistant Professor, Chemistry—mfilbin1@msudenver.edu

Mark Isenburg—Internship Coordinator, Applied Learning Center—misenbur@msudenver.edu

Lauren Koppel—Leadership and College Completion Coordinator—lkoppel@msudenver.edu

Angela LeValley—Director, Student Activities—alevalle@msudenver.edu

Sheriff Rasheed—Accessibility Coordinator, Access Center—srasheed@msudenver.edu



PUKSTA SCHOLARS

Mentors and Peer Partners

Each Puksta Scholar will be matched with a Mentor to assist them with their Puksta Project. The Mentor will be assigned to the scholar from faculty and staff on campus. The Scholar is expected to meet with the Mentor on a monthly basis, at a minimum. The purpose of this meeting is to make sure the Scholar is on track to meet their project goals, to provide any feedback or support that may be necessary and to help network or otherwise assist the Scholar in any way. The monthly meetings can be a phone call or in-person. The time, method, and location should be determined by the Scholar and Mentor.

In addition, new scholars will be assigned a Peer Partner for their first year in the program. The Peer Partner is a current Scholar or an alumni of the program. This relationship is less formal than the Mentor/Scholar relationship. It is meant to provide an additional resource for new scholars to ask questions, exchange ideas, and seek advice on their project and academic career. Periodic check-in is encouraged between the Peer Partner and new Scholar outside of the monthly meetings.

PUKSTA SCHOLARS

Expectations

- ◆ Maintain a minimum cumulative 2.5 GPA.
- ◆ Maintain full time student status.
- ◆ Attend all Puksta events. Events include at a minimum one group meeting per month (2nd Friday of the month from 7–9a), a fall and spring semester all-collegiate weekend retreat, and a kickoff and closeout dinner. First year scholars must attend four two-hour workshops in the fall (1st Friday of the month from 7–9a).
- ◆ Devote a minimum of 4 hours a week on average to my Puksta project. First year scholar and monthly meetings count toward project time.
- ◆ Meet regularly with my Puksta mentor per a pre-determined schedule.
- ◆ Satisfactorily complete all required Puksta paperwork, reports, and presentations.
- ◆ Comply with all MSU Denver student conduct standards.
- ◆ Be responsible, honest, communicate in a timely fashion, and demonstrate strong commitment to the Puksta Program and its ideals.
- ◆ Attend at least one professional development opportunity each semester.
- ◆ Present my project at the Student Impact and Innovation Showcase.

PUKSTA SCHOLARS

Other Policies

- ◆ **Commitment Policy:** If a scholar fails to meet a deadline or to participate in an activity
 - * The scholar is placed on probation.
 - * The scholar must provide a written appeal to the Program Coordinator within 7 calendar days.
 - * The Advisory Board will review the appeal and determine consequences up to removal from the program.
 - * If applicable, any funds will be put on hold until the board determines the outcome.
 - * After the first violation, future violations will require the scholar to meet in person with the Program Coordinator and two advisory board members (review board) within 7 calendar days to explain the circumstances. The review board will determine consequences to the scholar.

- ◆ **Continuation Policy:** You must maintain an undergraduate status for the next academic year. Continuing Scholars cannot have earned their diploma and registered courses must consist of a majority of undergraduate courses. In addition, you are expected to attend an annual continuation interview in the spring. The interview will be conducted by advisory board members and the Program Coordinator.

PUKSTA SCHOLARS

Other Policies

- ♦ **Payment for Puksta Work:** Sometimes Scholars are paid for their Puksta community engagement work by the agency where they are placed. This can create a problem since the Scholars also receive a scholarship for this work. If this occurs, Scholars need to inform the Program Coordinator immediately, and any decisions regarding the appropriateness of such will be decided on a case-by-case basis. Senior Puksta Scholars may be eligible to count paid work hours towards their Project. A proposal must be submitted in writing to the Advisory Committee for review.
- ♦ **Using One Project for Two Programs:** Occasionally the Puksta Program may have a Scholar who is also part of another program and would like to do the same project for both programs. If so, the project must be substantially larger than a project done for one program alone. This necessitates the Coordinator working with staff and faculty from the other program to insure the appropriate size project.
- ♦ **Eligibility:** You must be an undergraduate to continue in the program. Continuing Scholars cannot have earned their diploma and current course load must consist of a majority of undergraduate courses.

PUKSTA SCHOLARS

Project Assistance Funding

Each Scholar is eligible for up to \$150 per year to directly support their Puksta Project. Funds can only be used to directly support a scholar's Puksta project activities. Examples include mileage to and from project site, parking fees, food for a project event, copying costs for project materials, literature, school or art supplies for the project's clients, or advertising for an activity related to a project such as a fund raiser.

Process

- ◆ Submit an Assistance Funding Proposal Form (see website under Scholar Resources). Forms must be received at least 1 month prior to any expenditures.
- ◆ The Advisory Board members in consultation with the appropriate Mentor will review proposals and make a decision.
- ◆ Scholar is notified of decision and any revisions that need to be made to the proposal.
- ◆ The Puksta Program will purchase items directly so there is no out of pocket expense for the scholar. **No personal reimbursements are allowed.**
- ◆ Because we are a state entity, there may be specific vendors that we are required to use.
- ◆ Receipts for purchases (e.g., food delivery receipt) must be submitted to the program coordinator.

PUKSTA SCHOLARS

Professional Development Funding

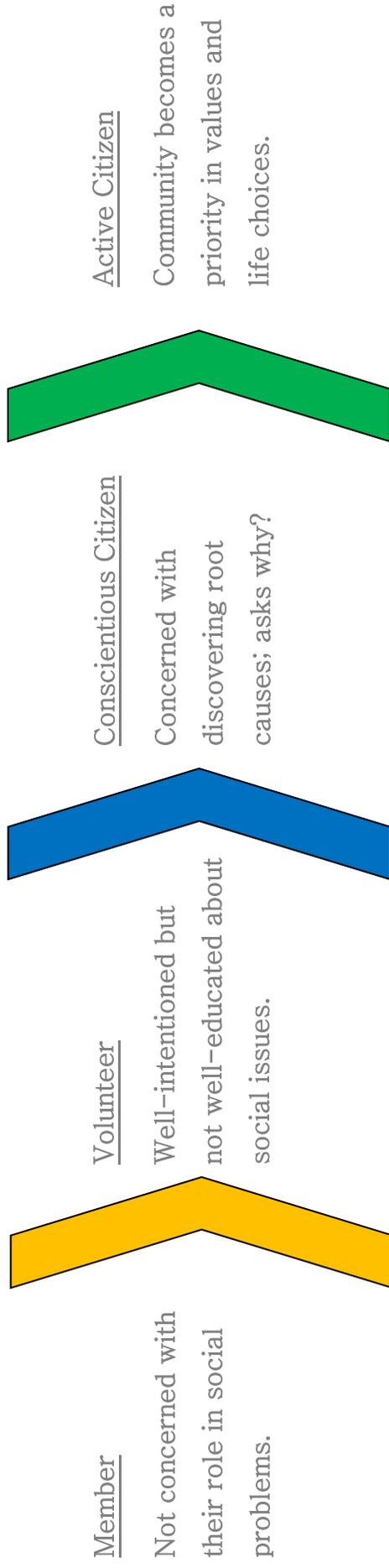
Each Puksta Scholar is eligible for up to \$150 per year to support their involvement in professional development opportunities. These funds can be used for workshops, trainings, conferences, guest speaker events, etc.

Process

- ◆ Submit a Professional Development Funding Proposal Form (see attached). Forms must be received at least 1 month prior to any professional development opportunity. Funds can be provided in advance with enough notice.
- ◆ The Advisory Board members in consultation with the appropriate Mentor will review proposals and make a decision.
- ◆ Scholar is notified of decision and any revisions that need to be made to the proposal.
- ◆ The Puksta Program will pay directly so there is no out of pocket expense for the scholar. **No personal reimbursements are allowed.**
- ◆ Submit original receipts, itemized lists to the program coordinator.
- ◆ Students must meet with the Program Coordinator to complete a University Travel Authorization (TA) at least 30 days prior to domestic travel (60 days for international travel). A post travel TA must be submitted within 2 weeks after the trip concludes.

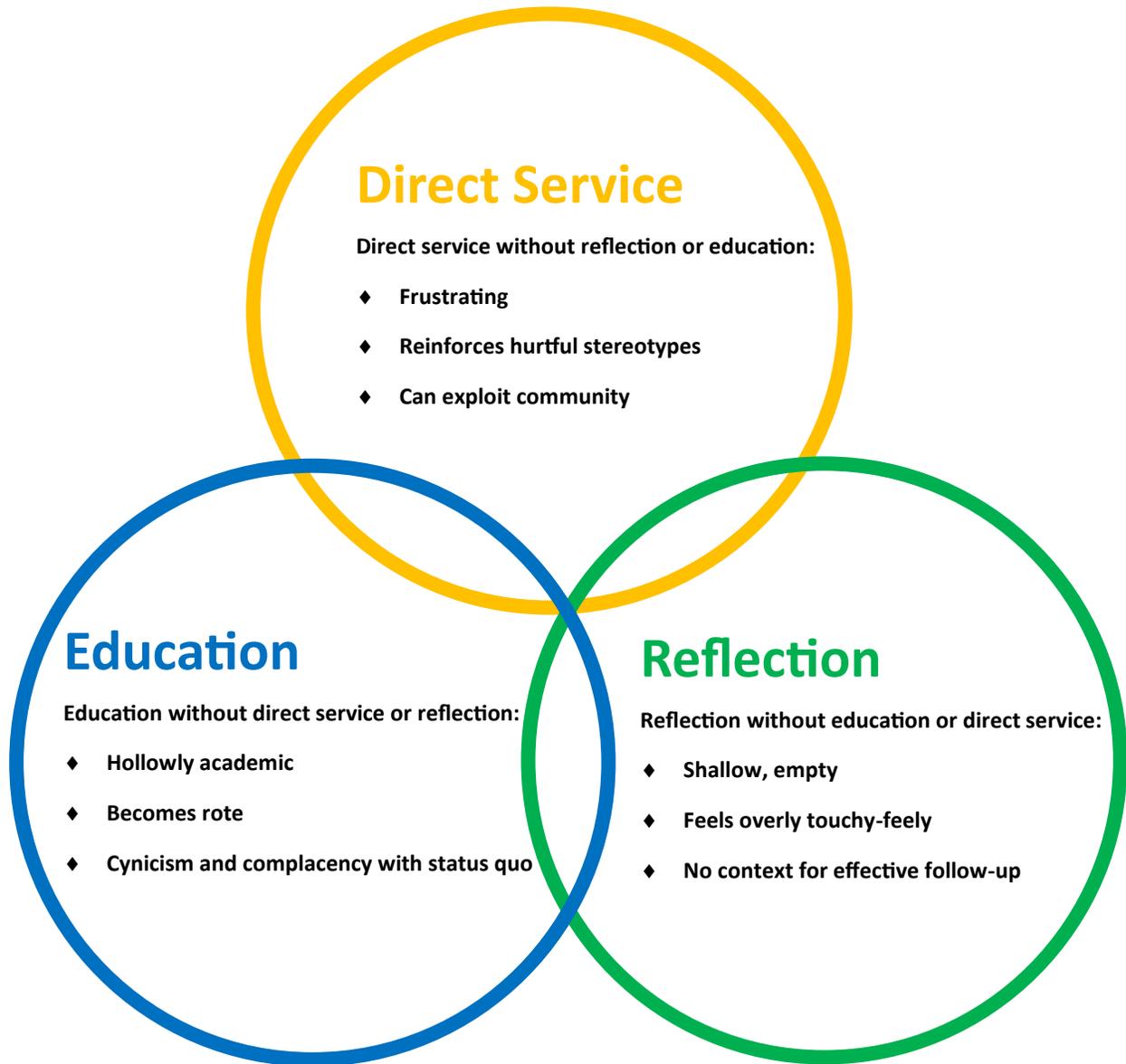
PUKSTA SCHOLARS

The Active Citizen Continuum



PUKSTA SCHOLARS

The Triangle of Quality Community Service



(Break Away—2015)

PUKSTA SCHOLARS

Project Plan Outline

Project Title

Name:

Date:

Mentor Name:

The Project Plan should include the following sections:

Project description: Provide a broad overview of your project.

Community Served: Describe the community you will be working with and how your project will positively impact the community.

Network: List the community partner organizations that you plan to work with and their role in your project.

Project Plan: Describe at least 3 goals. For each goal, include:

Major objectives (milestones) and specific action items per objective by semester at a minimum.

State how you will measure progress on each goal.

Resources: Identify individuals, organizations, materials, equipment, or other resources that you will need to be successful.

Risks: Identify potential challenges you might encounter during your project and steps to minimize their impact.

Approval Signature Blocks:

Approved by: [Mentor]

Approved by: [Program Coordinator]

Due Dates:

Project Proposals are due to your mentor no later than November 5

Final Proposals are due to the Program Coordinator no later than November 29

SMART Planning for the Year

Specific

Measurable

Attainable

Realistic

Timely

- ◆ **Goals:** What do we hope to achieve?
- ◆ **Objectives:** How will we accomplish our goals?
- ◆ **Action Steps:** What needs to be done to accomplish our goals?
- ◆ **Timeline:** Who will do what, and when?
- ◆ **Assessment:** How will you measure your progress?

PUKSTA SCHOLARS

Project Evaluation Outline

Project Title Evaluation

Name:

Date:

Mentor Name:

The Project Evaluation should include the following sections:

Project Progress: List your goals. For each goal, include:

List your major objectives (milestones) and specific action items.

Describe the qualitative and quantitative progress of your project.

Resources: Identify and describe any additional assistance you need to accomplish your goals

Risks: Describe any problems you have encountered in meeting your objectives for the semester including how you addressed these problems.

Project Status: Describe your overall assessment of your project progression including any adjustments to your objectives for the upcoming semester(s). A new project plan may need to be submitted if there is a change in scope or significant schedule adjustments.

Mentor Assessment: Mentor is to provide their observation of the project progression, professionalism of the scholar, and any perceived challenges.

Approval Signature Block:

Approved by: [Mentor]

Due Dates:

Mid-Year Evaluations are due to the Program Coordinator no later than December 14th.

Year-End Evaluations are due to the Program Coordinator no later than May 10th.

PUKSTA SCHOLARS PROGRAM

2018–2019 Puksta Scholars Program Calendar

Event	Date	Times	Location
Monthly Meeting	August 10th	7am to 9am	ALC—Admin 325
Monthly Meeting (New)	September 7th	7am to 9am	ALC—Admin 325
Puksta Foundation Pre-Academic Year Survey	August 31st	No later than 5pm	
Kick-off Banquet	September 13th	6pm to 8pm	Tivoli 640
Monthly Meeting	September 14th	7am to 9am	ALC—Admin 325
All Collegiate Retreat	September 22nd	9am to 5pm	University of Denver
Monthly Meeting (New)	October 5th	7am to 9am	ALC—Admin 325
Monthly Meeting	October 12th	7am to 9am	ALC—Admin 325
Monthly Meeting (New)	November 2nd	7am to 9am	ALC—Admin 325
Draft Project Proposals Due to Mentors (New)	November 5th	No later than 5pm	
Impact and Innovation Showcase	November 9th	TBD	TBD
Final Project Proposals Due to Prog Coord (New)	November 29th	No later than 5pm	
Monthly Meeting (New)	December 7th	7am to 9am	ALC—Admin 325
Monthly Meeting	December 14th	7am to 9am	ALC—Admin 325
Mid-Year Evaluations Due	December 14th	Email no later than 5pm	
All Collegiate Retreat	January 19th-20th	9am to 12pm (20th)	Downtown Denver (TBD)
Monthly Meeting	February 8th	7am to 9am	ALC—Admin 325
Monthly Meeting	March 8th	7am to 9am	ALC—Admin 325
Monthly Meeting	April 12th	7am to 9am	ALC—Admin 325
Monthly Meeting	May 10th	7am to 9am	ALC—Admin 325
Year End Dinner	May 10th	6:30pm to 8:30pm	TBD
Year-End Reports Due	May 10th	No later than 5pm	
Puksta Foundation Post-Academic Year Survey	May 31st	No later than 5pm	

(New) = Incoming Scholars for Fall 2018 only. Otherwise, everything else is applicable to all scholars.

PUKSTA SCHOLARS PROGRAM

2018-2019 Puksta Scholars Contacts

Jhovani Becerra

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David Campos

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Jenn Cassidy (new)

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Jackie Marquez-Rocha (new)

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Duvia Ortega (new- honorary)

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Angelica Prisciliano (new)

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CiCi Saenz-Catano (new)

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