

OUTREACH PROCESS FOR SC, CSO AND OTHER DLSU MANILA UNITS

Pre activity requirements

1. The SC, CSO and other DLSU Manila units are encouraged to list down a set of outreach activities that they want to participate in before the start of every term. It is highly suggested that these be done during their general assemblies and participated in by their respective faculty advisers or unit heads. It is highly recommended that the list of outreach activities reflect the nature of their organization and must take into consideration their human, financial and logistical status.
2. The SC, CSO and other DLSU Manila units through their authorized representatives are also encouraged to consult the COSCA community development coordinator to plan out the details of their outreach activities.
3. When planning to conduct outreach in COSCA comdev priority sites, the authorized representative shall be required to set an appointment with any of the following: COSCA comdev coordinator, project community organizer or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form, and project proposal.
4. When planning to conduct fund raising/resource mobilization as an outreach activity, the authorized representative shall also be required to set an appointment with any of the following: COSCA comdev coordinator or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form and project proposal. In addition, the authorized representative is required to draft a Memorandum of Agreement (MOA) stipulating the nature of the fund raising activity and other details. The MOA shall have the following as signatory: COSCA comdev coordinator, president of organization, representative of the beneficiaries/partners. COSCA does not allow cash donations for external partners/institutions. Proceeds from the fund raising activity shall be used to buy items needed by these beneficiaries/partners/institutions. COSCA allows cash and check donations for specific DLSU Manila outreach initiatives. These include: the Lasallian GK Village Project, Disaster Relief Fund, and DLSU Manila Environmental Conservation Fund.
5. The SC, CSO and other DLSU Manila units through their authorized representatives shall secure from COSCA (comdev program) the required blue and yellow outreach forms.
6. The authorized representative shall fill out the necessary information required on the outreach forms. Failure to fill out all the necessary information will delay approval of the outreach activity.

7. The authorized representative shall then proceed to draft a project proposal detailing the following information: suggested outreach activity/title, date of activity, time of activity, list of participants (name, college, course and year level), venue of activity, detailed program flow, target beneficiaries, number and list of beneficiaries (name, address, age and gender), and partner proponent.
8. SC, CSO and other DLSU Manila student groups are required to secure a completed faculty conforme form if the activity will be conducted off campus.
9. SC, CSO and other DLSU Manila student groups are required to secure and completely fill in all needed information on the A-form (SLIFE).
10. The blue and yellow outreach form together with all the supporting documents shall be submitted to COSCA comdev program at least 10 working days before the conduct of the said activity. Failure to submit the forms during the prescribed timeframe will delay approval of the outreach request. The COSCA comdev coordinator is the only authorized COSCA faculty to sign a duly approved outreach form.
11. It is the responsibility of the sponsoring organization to follow up the status of the outreach activity forms;
12. COSCA reserves the right to disapprove any outreach activity subject to the following:
 - a. Failure to abide by the outreach process such as but not limited to failure to submit any of the required outreach documents, failure to observe the submission timeframe, failure to submit the required pink form (after outreach report) of an earlier outreach project and others.
 - b. Partnership with an NGO, PO, institution and individuals having unscrupulous/suspicious character/nature or have been blacklisted by COSCA for various reasons.
 - c. Activities that contradict social development principles being espoused by COSCA or of the academic stature and ethical standards of the De La Salle University – Manila or of the Catholic Social Teachings.

During the activity

1. All outreach/community service activities of SC, CSO and other student groups require the presence of a DLSU Manila faculty member to ensure the safety and security of the students; in the event that the assigned faculty is not able to accompany the students it is the responsibility of the assigned faculty and the officers/members of the student groups to identify an alternate faculty member who will take the place of the original faculty

member; in the event that no faculty is available to accompany the student group, the original faculty and the officers/members of the student group must request the assistance of a discipline officer from the DLSU manila discipline office to provide support during the deployment;

2. Community service/outreach conducted in COSCA comdev sites require the presence of any of the following: COSCA designated faculty, COSCA comdev project personnel, COSCA comdev student facilitators, or contractual facilitators;
3. The sponsoring organization shall ensure that the project plan as detailed in the submitted community service/outreach form shall be strictly implemented. Deviations from the submitted plan shall have to be reported by the sponsoring organization in the post community service/outreach activity form (pink forms)
4. It is also the duty of the sponsoring organization to police their ranks and ensure that policies regarding proper Lasallian decorum are observed; community service/outreach are official DLSU activities thus all provisions in the DLSU student handbook governing student activities within campus shall apply;
5. Transportation from DLSU Manila to the outreach site shall be responsibility of the sponsoring organization; DLSU Manila undergraduate students are not allowed to drive any vehicle during the course of the outreach activity; an adult is to be designated as the driver of the vehicle; the driver is to be given a route to follow and this is strictly to be adhered to; alternative route needs to be cleared first with the representative of the sponsoring organization; the driver is responsible for the safety of members of the sponsoring organization;

Post activity requirements

1. After the outreach activity, the representative of the group shall secure from COSCA (comdev) the required pink outreach report form.
2. The authorized representative shall fill out all the necessary information on the pink form and submit to COSCA (comdev) not more than 3 days after the outreach activity.
3. The authorized representative shall then proceed to upload to the COSCA comdev multiply site 5 digital pictures taken during the outreach activity. Each digital picture shall have to be properly labeled (title and date of activity). It is highly suggested that pictures include the partners/beneficiaries of the outreach activity.
4. Failure to submit the required pink form shall delay the approval of the subsequent outreach activity by the sponsoring organization;

Grievance procedure

1. The members and officers of the sponsoring student organization including their faculty advisers are encouraged to write a formal communication addressed to the COSCA Director for complaints against any of the following: COSCA comdev coordinator; COSCA project staff; community partners/beneficiaries; institution personnel and beneficiaries; and others; the formal communication should include a detailed the incident report; the formal communication should also include a contact information of the representative of the sponsoring organization; The prescribed period for the submission of the formal communication is 30 school/working days after the actual date of the outreach activity; A formal communication submitted to the COSCA Director outside the prescribed period is to be declared null and void;
2. The COSCA Director shall arrange for a meeting to discuss and clarify matters regarding the complaint(s);
3. The COSCA Director shall inform the sponsoring organization through a formal communication of actions taken by the Center to address the complaint(s);
4. The sponsoring organization may appeal the actions taken by the Center by writing a formal communication addressed to the Dean of Student Personnel Services and a copy to be furnished with the COSCA Director; the communication should include a detailed incident report; The prescribed period for the submission of the appeal is 30 school/working days after the sponsoring organization receives the formal communication coming from the COSCA Director of actions taken by the Center; An appeal submitted to the Dean of Student Personnel Services outside the prescribed period is to be declared null and void;
5. The Dean of Student Personnel Services shall arrange of a meeting to discuss and clarify matters regarding the complaints and the actions taken by the COSCA Director.
6. The Dean of Student Personnel Services shall inform the sponsoring organization through a formal communication of actions taken by the Dean of Student Affairs to address the complaint(s);