



## **CANCELLATION OF STUDENT ENGAGEMENT/OUTREACH FORM**

Use this form for any COSCA student engagement/outreach related concerns.  
Return completed form to the Outreach Specialist of COSCA-UCED

### **PLEASE TAKE NOTE:**

1. This form is submitted to COSCA only if CSO/USG intends to cancel prior arrangements with identified/partner community, NGO, LGU, etc.
2. This form should be submitted to COSCA Outreach Specialist **5 working school days** before set Outreach date/schedule with identified partner Community, NGO, LGU, CSO, etc. **COSCA STRICTLY IMPLEMENTS THE 5-WORKING SCHOOL DAY PRIOR CANCELLATION RULE!**
3. This form should be signed by both Adviser and President in the case of CSOs **and/or** Project In-charge and USG President in the case of USGs.
4. Non-submission of form 5 days before student engagement/outreach **means:** CSO/USG intends to proceed with set engagement/outreach activity.
5. A notice of breach of commitment from Partner community, NGO, LGU, etc. will be given to CSO/USG in the case of **Cancellation without Notice**. The said notice will also be submitted to COSCA and SLIFE for possible intervention.

Name of CSO/USG	
Title of Outreach/Socio-Civic Project or Event	
Set Date of Outreach/Socio-Civic Project or Event	
Name of Partner Community, NGO, LGU, etc.	
Address of Partner Community, NGO, LGU, etc.	
Contact Details of Contact Person/s in Partner Community, NGO PO, LGU, etc.	

**PLEASE CITE REASON/S FOR CANCELLATION OF ENGAGEMENT/OUTREACH WITH PARTNER COMMUNITY, NGO, LGU, ETC.**

<p><b>Checked by:</b> (For CSO Adviser or USG College President only)</p> <p>Name/Signature: ID Number (if Applicable): Cell Number: Email Address: Date Checked:</p>	<p><b>Form Accomplished &amp; Submitted by:</b> (For CSO President/USG Socio-civic in-charge only)</p> <p>Name/Signature: ID Number: Cell Number: Email Address: Date Filed at COSCA:</p>	<p><b>[For COSCA only]</b></p> <p>Received by: Date:</p>
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