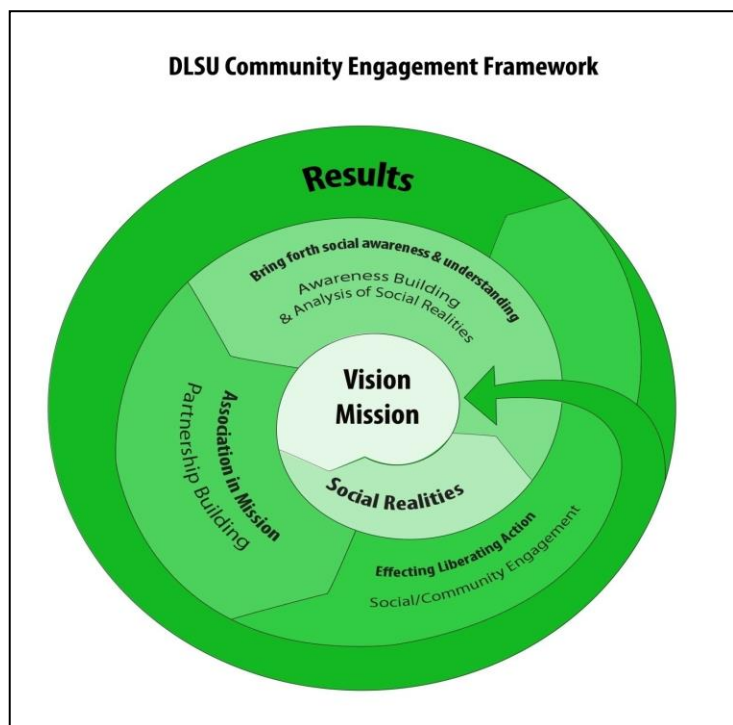


Community Engagement Process for DLSU Students AY 2012-2013

Context

It is acknowledged that colleges and universities are one of the greatest hopes for intellectual and civic progress (Boyer, 1996). And for this hope to be fulfilled, institutions of higher education should become a more vigorous partner in the search for answers to the society's most pressing social, civic, economic and moral problems. The Carnegie Foundation for the Advancement of Teaching (2006) describes this as Community Engagement or the collaboration between higher education institutions and their larger communities whether local, regional/state, national or global for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.



Community Engagement or CE within the context of DLSU refers to activities or interventions previously referred to as Community Development, Community Service, Community Outreach, etc. Initial discussion on the CE concept started last 1st term AY 2011-2012 and ended with the official adoption of the DLSU Community Engagement Framework by the 2nd term of the same academic year. The DLSU CE Framework incidentally serves to complement the new DLSU vision mission statement, to wit "A leading learner-centered research university, bridging faith and scholarship in the service of society, especially the poor". Though elements mentioned in the said framework is not necessarily new since it takes off from the Principles of Lasallian Social Development, one of the major documents of the Lasallian Guiding Principles (LGP), the DLSU CE framework nevertheless reiterates these elements as a necessary part of the CE process for the university.

Criteria in approving CE activities

COSCA shall be guided by the following in approving CE activities of DLSU students:

1. The submitted activity should conform with the following administrative requirements: use of necessary forms (COSCA Outreach Forms) and submission of appropriate attachments (Project Proposal, List of participants, MOA/MOU, etc); timeliness of submission, correctness in filling in of information and submission to the proper offices; and
2. The submitted activity should also conform to the following: a). that the submitted activity directly or indirectly addresses a particular Philippine social reality; b). that the submitted activity was developed and conceptualized more thoroughly through the conduct of awareness building or consciousness raising sessions with relevant sectors; c). that the submitted activity practices communion in mission through having partnerships with relevant groups at any time during its conceptualization and/or conduct; d). that the submitted activity effects liberating action to both the organizing groups and their beneficiaries as manifested through its being context sensitive, life-affirming, mutually empowering and capacitating; and e). that the submitted activity directly or indirectly contributes to the adherence by the organizing group to the ELGAs as well as directly or indirectly promotes the improvement of the local partners' social welfare services or their capacity to conduct community development;

Process in approving CE activities

Pre activity requirements

1. USG, CSO and other DLSU student groups should undergo a CE orientation to be given by COSCA to familiarize the students with the following necessary CE documents and processes: a). DLSU Vision Mission Statement and CE Framework; b). DLSU advocacy agenda; c). DLSU CE priority sites and projects; and d). COSCA CE Process;
2. This mentioned CE orientation is to be coincided with the conduct of SLIFE orientations (LEAD, etc) for newly elected officers from the USG, CSO and other DLSU groups generally scheduled prior to the start of the academic year;
3. Failure to attend the CE orientation by the representatives of USG, CSO and other DLSU groups means non adherence to the CE process and this particular group cannot proceed with their CE activities until they are given the required CE orientation by COSCA; schedules of the CE orientations will be subject to the availability of COSCA LSFE Coordinators;
4. After the CE orientation, USG, CSO and other DLSU student groups are encouraged to list down a set of outreach activities that they want to conduct or participate in for the entire academic year; it is highly suggested that this be done during their general assemblies or meetings and must be participated in by their respective faculty advisers; the list of outreach activities must reflect the nature of their organization and take into consideration their human, financial and logistical status;
5. In addition, USG, CSO and other DLSU student groups should consider the stipulations given in number 2 under the Criteria in approving CE activities; non adherence to the mentioned reminders would mean non approval of CE activity;
6. To minimize non approval of CE activities, USG, CSO and other DLSU groups through their authorized representatives may consult any COSCA LSFE Coordinator to plan out the details of their outreach activities;
7. When planning to conduct outreach activities in DLSU CE priority sites and projects, the authorized representative is required to set an appointment with any of the following: COSCA CE 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 to COSCA;
8. 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 CE Coordinator or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form and project proposal to COSCA; 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 CE Coordinator, Head of Organization, representative of the beneficiaries/partners, and Faculty Adviser; COSCA does not allow cash donations for all external partners/institutions; COSCA only allows cash and check donations for specific DLSU outreach initiatives; these include the following: DLSU CE priority sites and projects; the Lasallian GK Village Project, Disaster Relief Fund, and others;
9. USG, CSO and other DLSU groups through their authorized representatives can now secure from COSCA the required blue and yellow outreach forms; a copy of the CE process is attached to the blue and yellow as reference;

10. The authorized representative shall fill out the necessary information required on the outreach forms subject to the guidance of their groups' officers, Faculty Adviser and their GOSM or list of outreach activities for the entire academic year; COSCA will call the attention of the authorized representative if they fail to fill out all the necessary information on the outreach forms; such failure will cause the delay of approval of the outreach activity;
11. 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;
12. In addition, the authorized representative shall also include within the same project proposal a section on how this particular outreach activity utilizes the CE framework by answering the following guide questions: CONTENT (What is the current situation this project/activity would like to address?); OBJECTIVE (What do you want to happen given the situation and limitation of your organization/group?); and PLAN (What actions will you undertake?);
13. After completing the necessary COSCA outreach forms and project proposal, the authorized representatives from USG, CSO and other DLSU groups should secure and completely fill in information on required SLIFE (A-forms, Faculty Conforme Forms, etc.) and DSA forms (Student Waivers);
14. The completed COSCA forms (blue and yellow outreach forms) together with all the supporting documents (project proposals, MOA/MOU, list of participants, etc) and the required SLIFE and DSA forms should be submitted to COSCA LSFE Administrative Officers at least 10 working/school days before the conduct of the said activity; failure to submit a complete form during the prescribed timeframe will delay approval of the outreach request or may result to non approval of the outreach activity;
15. COSCA LSFE Administrative Officers will initially review the content of the outreach requests; they will in turn affix their signature on the COSCA outreach forms attesting to its completeness; they will also indicate the date of submission by the organizing group;
16. COSCA LSFE Administrative Officers will then place these outreach requests on a folder to be forwarded to the available COSCA LSFE Coordinator for signing;
17. Upon receiving the outreach request, the COSCA LSFE Coordinator will proceed to use the Criteria for approving CE activities as reference if the outreach request is to be approved or denied; the COSCA LSFE Coordinator shall immediately inform the authorized representative on the status of the outreach request;
18. It is the responsibility of the sponsoring organization to follow up the status of the outreach request; however, the COSCA LSFE Administrative Officers will also inform the authorized representatives on the status of the outreach request using contact information on the submitted forms;
19. All COSCA LSFE Coordinators are authorized to affix their signature on a duly approved outreach request;

20. Aside from the Criteria for approving CE activities, COSCA reserves the right to disapprove any outreach activity subject to the following:
 - a. Failure to submit the required pink form (after outreach activity 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; and
 - d. Sites or communities that are deemed unsafe for students due to incidence of violence and/or a serious breakdown of peace and order; and prevalence of naturally occurring, human induced or a combination thereof of hazards;
21. A denied outreach request for any or various reasons may still be considered upon fulfillment of COSCA requirements;
22. COSCA LSFE Administrative Officers will proceed to encoding all relevant information from the submitted and consequently approved Outreach/CE activities on the COSCA Outreach/CE activities data base;

During the activity

1. All off-campus outreach/CE activities of USG, CSO and other DLSU groups require the presence of their designated faculty adviser; or any faculty member of their choice; this is to ensure the safety and security of all participating students and their beneficiaries; 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 (DO) from the DLSU Discipline Office to provide support during the said activity;
2. Outreach/CE activities conducted by USG, CSO and other DLSU groups in DLSU CE priority sites and projects require the presence of any of the following: COSCA designated faculty, COSCA LSFE project personnel, COSCA student facilitators, LOVE volunteers or COSCA contractual facilitators;
3. The sponsoring organization shall ensure that the project plan as detailed in the submitted outreach request, project proposal and MOA/MOU shall be strictly implemented; deviations from these 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 USG, CSO and other DLSU groups on outreach/CE activities to police their ranks and ensure that policies on proper Lasallian decorum are observed; outreach/CE activities are official DLSU activities thus all provisions in the DLSU student handbook governing student activities shall apply;
5. Transportation to ferry participants from DLSU to the outreach site and vice versa shall be responsibility of USG, CSO and the DLSU groups; DLSU undergraduate students are not allowed to drive any vehicle during the course of the outreach/CE activity; an adult, preferably a parent, relative or hired by the owner of the vehicle is to be designated as its driver; 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;

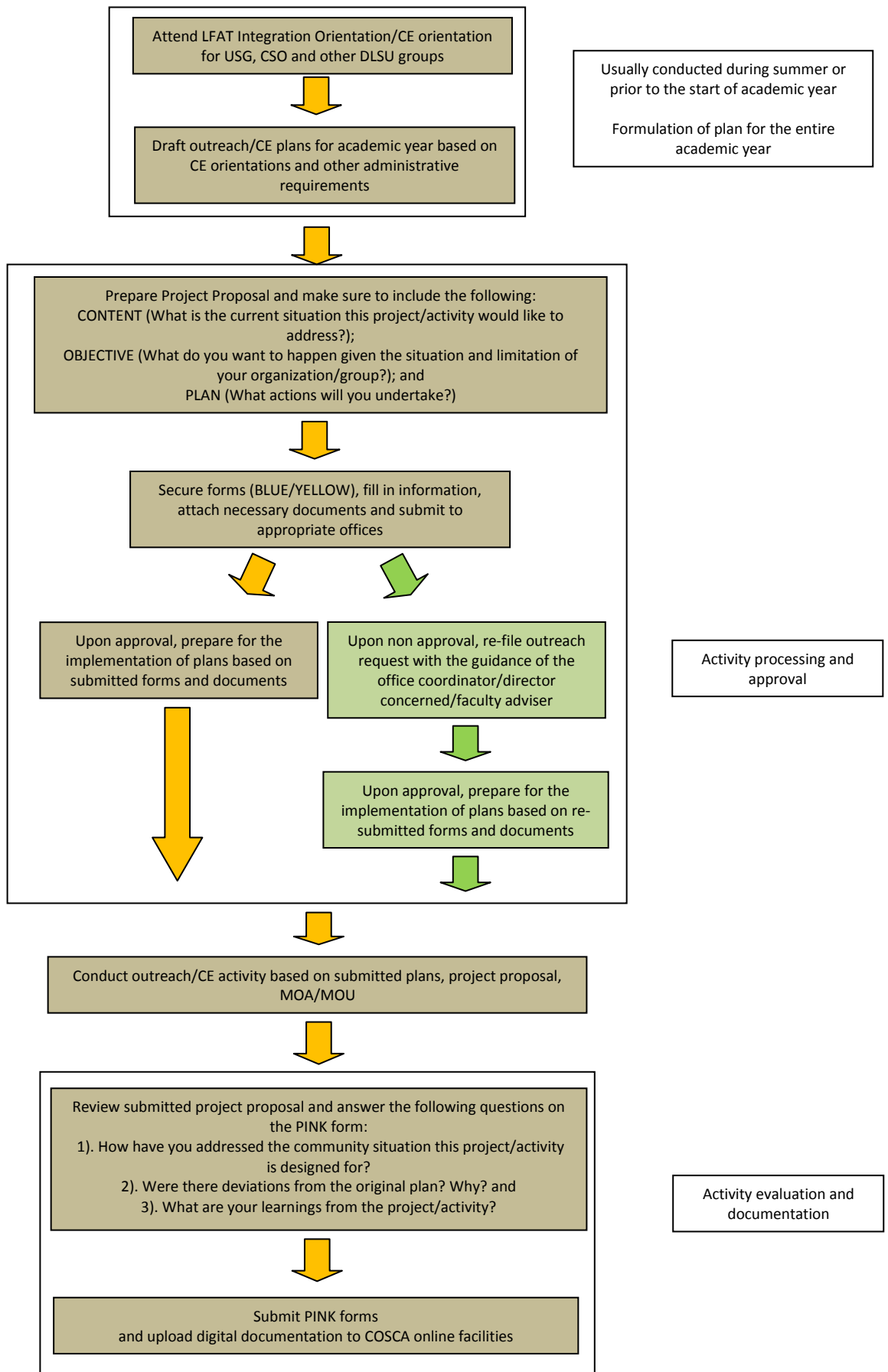
6. COSCA has the option to conduct an on-site spot checking to determine if the details of the outreach request, project proposal and MOA/MOU are observed and followed; in addition, the mentioned spot checking will also ensure that the elements stated in the CE framework are adhered to;

Post activity requirements

1. After the outreach/CE activity, the authorized representative shall review the submitted project proposal; on the required COSCA outreach report (PINK) form, fill in answers to the following evaluative questions: 1). How have you addressed the community situation this project/activity is designed for? 2). Were there deviations from the original plan? Why? And 3). What are your learnings from the project/activity?;
2. Submit the required COSCA outreach report (PINK) form; this should be submitted to COSCA within the prescribed time stated on the form;
3. The authorized representative shall then proceed to upload to a designated COSCA on-line facility (COSCA comdev multiply site) five (5) digital pictures taken during the outreach activity; each digital picture shall have to be properly labeled (title and date of activity); it is also suggested that these pictures include the partners/beneficiaries of the outreach/CE activity;
4. Failure to submit the required pink form shall delay the approval of the subsequent outreach activity by the USG, CSO and other DLSU groups;

Grievance procedure

1. USG, CSO and other DLSU groups officers and members including their faculty advisers are encouraged to write a formal communication addressed to the COSCA Director for complaints against any of the following: COSCA CE 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 not to be accepted and therefore to be declared as 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. USG, CSO and other DLSU groups officers and members including their faculty advisers may appeal the actions taken by the Center by writing a formal communication addressed to the Associate Vice Chancellor for Lasallian Missions (AVCLM) 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 USG, CSO and other DLSU groups officers and members including their faculty advisers receives the formal communication coming from the COSCA Director of actions taken by the Center; an appeal submitted to the AVCLM outside the prescribed period is not to be accepted and therefore to be declared null and void;
5. The AVCLM shall arrange of a meeting to discuss and clarify matters regarding the complaints and the actions taken by the COSCA Director;
6. The AVCLM shall inform USG, CSO and other DLSU groups officers and members including their faculty advisers through a formal communication of actions taken by the AVCLM to address the complaint(s); actions to be taken by the AVCLM shall be final;



CE general process flowchart