



## Student Engagement/Outreach Form

The following are general processes for student outreach engagements. [COSCA & SLIFE In-charge will check the processes already done].

STEPS	UNIT IN-CHARGE	DATE/SIGNATURE OF COSCA OR SLIFE PERSONNEL
○ Step 1. Initial Discussion with COSCA	COSCA	
○ Step 2. Partnership with COSCA (or CSO/PO/NGO Matching)	COSCA	
○ Step 3. Discussion with partner NGO/Community	COSCA	
○ Step 4. Pre-Outreach Orientation with Partner NGO/Community	COSCA	
○ Step 5. Finalization & Approval of COSCA-Student Engagement Form	COSCA	
○ Step 6. Actual Outreach Implementation	SLIFE	
○ Step 7. Evaluation with NGO/Community (Immediately after activity with Community/NGO organizers)	SLIFE	
○ Step 8. Student Orgs Evaluation	SLIFE	
○ Step 9. Consolidation of Evaluation/Documentation Reports	SLIFE	
○ Step 10. Submission of Reports to SLIFE by Student Org/s	SLIFE	
○ Step 11. Issuance of Certificate of Completion by COSCA	COSCA	

“Engagement [TAYA- KILOS] proceeds after Exposure-Orientation-Immersion to identified NGO/Community [MASID-DANAS] & Analysis-Reflection of realities in chosen action-intervention- engagement [SURI-NILAY]”. Lasallian Reflection Framework

**Please check type of Proposed Community Engagement Activity:**

- Environment-related Initiative/Intervention
- Education for Children/Youth
- Alternative Learning for Adults (ALS)
- Health/Wellness-related Initiative/Intervention
- Social Enterprise and/or Livelihood-related Initiative/Intervention
- Disaster Response-related Initiative/Intervention
- Resource Mobilization (Fund-Raising/Build-up of Materials)
- Issue Advocacy-related Initiative/Intervention
- Others \_\_\_\_\_

**Please fill-in all required fields (\*):**

\* Sponsoring CSO/USG Organization/s: \_\_\_\_\_

\* Title of Proposed Activity/Engagement: \_\_\_\_\_

\* Proposed Date of Engagement: \_\_\_\_\_

\* Name of Community Partner/NGO/LGU/Institution: \_\_\_\_\_

\* Address of Partner Community: \_\_\_\_\_

\* Address of ACTUAL PLACE of Engagement: \_\_\_\_\_

\* Number of **Individual** Beneficiaries: \_\_\_\_\_

Name of Faculty Adviser (If any): \_\_\_\_\_

\* Contact Details of Faculty Adviser (If any, please provide email or mobile number): \_\_\_\_\_

**PLEASE INDICATE THE GOAL AND OBJECTIVES OF YOUR PROPOSED OUTREACH ACTIVITY**

[Objectives are STRATEGIES OR OUPUTS in order to arrive at Goal/s] What are strategies to achieve goals?

**OBJECTIVES:**

Sample: To organize a Training Needs Analysis among the youth of Lian, Batangas in relation to environmental advocacy.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

[The Goal is based on a desired outcome at the end of the Engagement]

**What do you want to achieve at the end of the project?**

**GOAL/S:**

Sample: Involve in the environmental advocacy of DLSU especially in the Coastal Resource Management Program in Lian, Batangas come Term 3 of AY 2015-16.

\_\_\_\_\_

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<p><b>Checked by:</b> (For CSO Faculty Adviser or USG College President)</p> <p>Name: _____</p> <p>ID Number (if Applicable): _____</p> <p>Cell Number: _____</p> <p>Email Address: _____</p> <p>Date Checked: _____</p>	<p><b>Form Accomplished &amp; Submitted by:</b></p> <p>Name: _____</p> <p>ID Number: _____</p> <p>Cell Number: _____</p> <p>Email Address: _____</p> <p>Date Filed at COSCA: _____</p>	<p style="text-align: center;"><b>[For COSCA only]</b></p> <p>Received by: _____</p> <p>Date: _____</p> <p>Approved by: _____</p> <p>Date: _____</p>
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## ENHANCED COSCA POLICIES/GUIDELINES FOR STUDENT OUTREACH EFFECTIVITY: AY 2015-2016

### GENERAL POLICIES

● **The following are general policies of COSCA in relation to student outreach, as follows:**

- a) The program is open to any bonafide student of the current SY of DLSU but **exclusive to S-LIFE registered student orgs only.**
- b) Every outreach proposal goes through a discussion-screening-approval process by COSCA Coordinators. Formal Coordination-Discussion with identified partner NGO/Community is pre-requisite prior to approval of proposal.
- c) Approval of Proposals does not only refer to actual deployment but also implies that the student organization concerned undergoes orientation seminar by COSCA and NGO/Community before actual deployment.
- d) All volunteer engagements are formalized through a MOA other than the approved COSCA Student Engagement/Outreach Proposal Form.
- e) Non-Compliance to agreed terms in the MOA will mean student org can be recommended to issue formal Letter of Apology to NGO/Community and an Incident report will be furnished to Director SLIFE for further action.
- f) Outreach activities go through the processes of monitoring and evaluation. Performance evaluation may be used as basis for renewal of partnership engagement.
- g) Student Leaders involved in the Outreach go through a processing of their experience/s.
- h) Student Orgs are also expected to submit agreed documentation reports at a given schedule by COSCA.
- i) Student Orgs who have completed the whole process will receive Certificate of Completion to be issued by COSCA.
- j) Existing policies stipulated in the Student Hand Book apply to all student activities, in –campus or off-campus.

### IMPLEMENTING RULES AND GUIDELINES

1. Proposals for outreach activities must be submitted to the COSCA & subject to evaluation, recommendations, & approval by the unit/s concerned.
2. Outreach organizers must plan and conduct outreach activities being mindful and respectful of the conditions and circumstances in the venue, such as location, resources and space available, schedules and curfews.
3. Although counter-parting from partner organizations is encouraged, outreach organizers must be mindful not to burden them with contributions in terms of finances or commodities allotted for their programs and clients. However, partner organizations may become beneficiaries of proceeds to be earned/gathered by student orgs organizing the outreach.
4. It is the responsibility of the outreach organizers to coordinate with other offices and units within the College for all concerns related to the implementation/conduct of any outreach activity.
5. This includes reservations of venues, vehicles, equipment, and requests for humanpower, technical assistance, security detail, availability of medical assistance and medicines, and the like.
6. Outreach organizers must ensure that all necessary permits & excuses such as for permission and for excused absence secured and approved prior to the implementation/conduct of any outreach activity.
7. Outreach activity proposals must be submitted to COSCA for evaluation **at least three (3) weeks** before the target date of implementation to give room for revisions and to allow the partner organizations to prepare for the accommodation.
8. COSCA may endorse the proposed outreach to any of its partners (Non-government Organizations, Government Agencies, and other institutions) and COSCA reserves the right to identify the partner where the proposed outreach may be held depending on the nature and content of the proposal.
9. In cases wherein the organizers opted to coordinate with other organizations that are not official partners of COSCA, the Student Org is strongly recommended to submit Organizational Profile Report, Brochures and/or any Document discussing the identity of the said partner organization for Evaluation purposes.
10. Outreach activities not evaluated and approved by COSCA shall neither be endorsed nor sanctioned.
11. The organizers must ensure that the activities of the outreach program will not endanger the participants. Participating students who have delicate medical condition **are required to present a medical clearance** if the activity is strenuous in nature.
12. Participants (including the organizers) are prohibited from taking intoxicating drinks and/or prohibited substances before, during, and after the outreach activity. (Student Handbook Regulations apply).
13. A Pre-trip orientation **must be conducted** for all participants to inform them of all matters related to the outreach activity, including the guidelines and safety precautions for off-campus activities.
14. Participants are expected to follow the itinerary of the activity and comply with the ground rules set by the organizing party.
15. COSCA personnel are not obliged under any circumstance to accompany outreach activities unless absolutely necessary or it is personal disposition of the COSCA personnel to join the activity.
16. Student Org Faculty Advisers are expected to be in close-coordination/supervision in the pre, actual and post Outreach Activity Implementation. **The presence of Faculty Advisers in the actual outreach activity is strongly recommended especially as Animators and Formators.**
17. GRIEVANCE Mechanisms in relation to Outreach Engagements are in place for individual students, student orgs, partner organizations and internal coordinating departments/units in the university. **An Incident Report and a Cancellation of Outreach Engagement Form will be issued to student orgs for the non-compliance of agreed arrangements or sudden cancellation of outreach events.**
18. Organizers must submit to COSCA a post-activity documentation consisting of a brief group report, program, pictures, videos (if applicable) and attendance.
19. Student Organizations and student groups/classes doing outreach activities must abide by the General Guidelines & Safety Precautions for the conduct of off-campus activities stipulated in the (Letter of Permission) and (Excused Absence) available at the **Student Life (S-LIFE).**
20. **COSCA-SLIFE units** are not directly responsible for any eventuality arising from **non-conformity** to the said guidelines and precautions after due diligence mechanisms have been properly implemented by the units concerned. **Outreach participants must conduct themselves in a manner befitting of Lasallians.**

### REMINDERS:

1. **Please read Enhanced COSCA Polices on the Student Engagement/Outreach. Please refer to this page.**
2. **Please Fill in and submit SE/O Form to COSCA 3 weeks before ACTUAL activity for outreach.**
3. **A Memorandum of Agreement (MOA) may be required between sponsoring CSO/USG and partner COMMUNITIES, NGOs, LGUs, etc.**
4. **COSCA provides the following:**
  - a. Consultation or Discussion of Initial Plans/Matching of possible Partner **COMMUNITIES, NGOs, LGUs, etc.**, based on the nature of initial plans.
  - b. Guide Questions for Evaluation with Partner-Beneficiary orgs and/or Student Organization
  - c. Evaluation Forms for Partner-Beneficiary, Advisers and Student Orgs
  - d. Incident Report and Cancellation of Request Forms
  - e. Certificate of Completion (after all steps have been followed).
5. **COSCA will request copy of your Concept Papers with Program Flow.** Upon submission to SLIFE, COSCA will also receive post-activity documentation reports like pictures, etc.