

Community Engagement Proposal

I. Title of Activity (Taya-Kilos)

II. Date/Time/Venue

III. Brief Context/Perspective of the Activity:

(Masid-Danas)

1. *What situation do you see (observation/s) in your organization, university, society, or our world?*
2. *What certain experiences, problems, questions do you have in relation to what you see?*
(Masid-Danas may be supported with data or research if there is any or if needed)

(Suri-Nilay)

Possible questions, but not limited to:

1. *Why is there a problem?*
2. *What could be the cause and effect?*
3. *How did you feel about the experience, situation, or problem? And why did you feel that way?*
4. *What can we discover or realize?*

IV. Objectives:

State what you intend to address through this activity - the expected outputs of the activity.

- 1.
- 2.
- 3.

V. Project Plan:

<i>Target Date</i>	<i>Output</i>	<i>Person-in-Charge</i>	<i>Position</i>
<i>< Deadline for the submission of person's output ></i>	<i><Expected Tasks and Responsibilities of the person></i>	<i>Name of Person/ Officer in charge</i>	<i>Position in the Organization</i>

VI. Persons Responsible:

< Who are the persons responsible in case of clarifications and questions? Include their contact numbers. >

VII. Program Design:

<i>Time</i>	<i>Duration</i>	<i>Activity</i>	<i>Materials Needed</i>	<i>Person- in-Charge</i>
<i>< Time when the activity will start and end></i>	<i><How many minutes/ hours is the specific activity?></i>	<i><Sequence of activities in the program></i>	<i><List all the needed materials in the activity. This part doubles as your checklist too.></i>	<i>< Who is in charge of the specific activity?></i>

VIII. Breakdown of Expenses:

< List ALL projected expenses and its total amount. >

XIV. Source of Funds:

< Where will you get the funds to be used in the activity? Kindly indicate your sources of funds. This should be endorsed by the org treasurer.)

IX. Organizational Funds:

< For activities with big expenses, kindly indicate the current organizational funds and should be endorsed by the VP Finance or Treasurer>

X. Projected Income:

<This is a requirement for fund-raising and selling activities.>

XI. Provisions for Profit and Loss:

<Place this statement: The following persons shall be held liable and will shoulder any remaining balance incurred by the project. Let all the responsible officers' sign.)

Prepared by:

<Name>
<Position>

Noted by:

<Name>
President/Company Manager
<Group's Name>

<Name>
Trainer/Adviser
<Group's Name>