

NATIONAL SERVICE TRAINING PROGRAM ACCOMPLISHMENT REPORT AND CLEARANCE

IMPORTANT INFORMATION

- THIS FORM SHOULD BE ACCOMPLISHED BY STUDENTS (INDIVIDUAL OR GROUP) AFTER THE CONDUCT OF AN NSTP COMMUNITY ENGAGEMENT OR INITIATIVE.
- COMPREHENSIVE DETAILS OF THE ACCOMPLISHMENT OF THE COMMUNITY ENGAGEMENT SHOULD BE INCLUDED AS AN ATTACHMENT TO THIS FORM.
- AFTER THE CONDUCT OF THE COMMUNITY ENGAGEMENT OR SERVICE, STUDENTS SHOULD ASK A REPRESENTATIVE OF THE HOST ORGANIZATION OR INSTITUTION TO FILL OUT NECESSARY INFORMATION.
- SUBMIT TO THE FACILITATOR AFTER THE COMMUNITY ENGAGEMENT HAS BEEN CONDUCTED.

Community Engagement Accomplishment Report

Details to be included in the proposal are the following:

1. Course Title, Course Code, Term, and School Year
2. Type of Engagement (include title if applicable) – state whether the community engagement is a project or a volunteer work.
3. Date Proposed – date when the proposal was submitted to the facilitator.
4. Name of Proponent(s) – names of the individual or members of the group who did the community engagement.
5. Stakeholders – partner organization / institution / beneficiary / participants.
6. Objectives – expected specific results of the community engagement.
7. Summary Details – actual duration of the implementation, total budget incurred, issues encountered; include photographs.
8. Success Indicators – state the measurements or outcomes that determined the success of the community engagement.
9. Recommendations – for further improvement or development of the community engagement rendered.

Clearance (to be filled out by the representative of the partner organization / institution)

This is to certify that the following student(s) was able to render/deliver the proposed community service or volunteer work at

_____.
(name and address of organization or institution)

NAME OF STUDENT(S)	STUDENT NO.	PROGRAM

COMMENTS AND SUGGESTIONS:

ORGANIZATION / INSTITUTION REPRESENTATIVE

SIGNATURE OVER PRINTED NAME	OFFICIAL DESIGNATION & DEPARTMENT
CONTACT INFORMATION (E-MAIL, MOBILE NUMBER, LANDLINE)	

PREPARED BY	NOTED BY
STUDENT / GROUP LEADER	NSTP FACILITATOR