

NATIONAL SERVICE TRAINING PROGRAM
COMMUNITY ENGAGEMENT PROPOSAL, CONFIRMATION, AND ACCEPTANCE

IMPORTANT INFORMATION

- THIS FORM SHOULD BE ACCOMPLISHED BY STUDENTS (INDIVIDUAL OR GROUP) DOING AN NSTP COMMUNITY ENGAGEMENT OR INITIATIVE.
- COMPREHENSIVE DETAILS OF THE PROPOSED COMMUNITY ENGAGEMENT SHOULD BE INCLUDED AS AN ATTACHMENT TO THIS FORM.
- UPON THE APPROVAL OF THE PROPOSAL AND ACCEPTANCE FOR COMMUNITY ENGAGEMENT OR SERVICE, STUDENTS SHOULD ASK A REPRESENTATIVE OF THE HOST ORGANIZATION OR INSTITUTION TO FILL OUT NECESSARY INFORMATION.
- SUBMIT TO THE FACILITATOR PRIOR TO THE START OF COMMUNITY ENGAGEMENT.

Community Engagement Proposal

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 doing the community engagement.
5. Stakeholders – target organization / institution / beneficiary / participants.
6. Objectives – expected specific results of the community engagement.
7. Specific Activities – include a detailed timeline of the community engagement to be conducted.
8. Success Indicators – state the measurements or outcomes that would determine the success of the community engagement.
9. Budget – include particular expenses that will be incurred during the community engagement; indicate whether a fund raising activity will be carried out to support the community engagement.

Confirmation and Acceptance (to be filled out by the representative of the partner organization / institution)

This is to certify that the following student(s) has been accepted to render/deliver community service or volunteer work at

_____.
(name and address of organization or institution)

NAME OF STUDENT(S)	STUDENT NO.	PROGRAM

ORGANIZATION / INSTITUTION REPRESENTATIVE

SIGNATURE OVER PRINTED NAME

OFFICIAL DESIGNATION & DEPARTMENT

CONTACT INFORMATION (E-MAIL, MOBILE NUMBER, LANDLINE)

PREPARED BY	ENDORSED BY	RECOMMENDED BY	APPROVED BY
STUDENT / GROUP LEADER	NSTP FACILITATOR	NSTP COORDINATOR	HEAD FOR SL / CSCE DIRECTOR