



Republic of the Philippines
CAVITE STATE UNIVERSITY

Imus, Cavite

Student Development Services

CENTRAL STUDENT GOVERNMENT

csg_organization@cvsu.edu.ph



Date: November 26, 2024

AMELIA ROBERTS

Campus Administrator
This Campus

Dear Ms. Roberts,,

I hope this letter finds you well. On behalf of the **Student Organization for Development (ORD)**, I would like to propose an engaging activity aimed at enhancing leadership skills and teamwork among our student members. This workshop is intended to foster a stronger sense of community, collaboration, and leadership within the student body.

Activity Details:

- **Activity Name:** Team Building and Leadership Workshop
- **Date and Time:** December 15, 2024, from 9:00 AM to 3:00 PM
- **Location:** University Auditorium, Greenfield University
- **Target Participants:** All active members of the Student Organization for Development
- **Objective:** The primary goal of this workshop is to provide students with opportunities to develop leadership skills, improve communication, and strengthen teamwork through a series of interactive activities and team challenges.
- **Description:** The workshop will include keynote sessions on effective leadership, team exercises, problem-solving activities, and a group discussion panel with guest speakers. The event will conclude with a friendly competition designed to apply the skills learned throughout the day.



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ACTIVITY PROPOSAL

ACTIVITY TITLE:	Team Building and Leadership Workshop																	
DATE AND VENUE:	December 15, 2024, from 9:00 AM to 3:00 PM at University Auditorium, Greenfield University																	
ACTIVITY HEAD:	CSG President																	
ACTIVITY OBJECTIVE:	<p>The primary goal of this workshop is to provide students with opportunities to develop</p> <ul style="list-style-type: none">• leadership skills,• improve communication, and• strengthen teamwork <p>through a series of interactive activities and team challenges.</p>																	
TARGET PARTICIPANTS:	University Auditorium, Greenfield University																	
MECHANICS:	he workshop will include keynote sessions on effective leadership, team exercises, problem-solving activities, and a group discussion panel with guest speakers.																	
BUDGETARY REQUIREMENT:	<table><tr><th>Item</th><th>Qty</th><th>Estimated Cost</th></tr><tr><td>Venue Rental</td><td>1</td><td>200</td></tr><tr><td>Snacks</td><td>7</td><td>300</td></tr><tr><td>Guest Speaker Fee</td><td>2</td><td>400</td></tr><tr><td colspan="2">Total Estimated Cost</td><td><u>800</u></td></tr></table>			Item	Qty	Estimated Cost	Venue Rental	1	200	Snacks	7	300	Guest Speaker Fee	2	400	Total Estimated Cost		<u>800</u>
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Venue Rental	1	200																
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SOURCE OF FUNDS:	CSG Funds
EXPECTED OUTPUT:	The workshop will include keynote sessions on effective leadership, team exercises, problem-solving activities, and a group discussion panel with guest speakers.



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