



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Imus, Cavite



Student Development Services  
**CENTRAL STUDENT GOVERNMENT**  
[csg.organization@cvsu.edu.ph](mailto:csg.organization@cvsu.edu.ph)

Date: November 26, 2024

**AMELIA ROBERTS**

Campus Administrator  
This Campus

Dear Ms. Roberts,,

Greetings!

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.

**ctivity 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

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

<b>SOURCE OF FUNDS:</b>	CSG Funds
<b>EXPECTED OUTPUT:</b>	The workshop will include keynote sessions on effective leadership, team exercises, problem-solving activities, and a group discussion panel with guest speakers.

Prepared by

**LORENZO ASIS**

ORG Secretary

Checked by

**JERIC CONTADOR**

ORG President