



Self-Registered Individual VIA Activity Endorsement Form

Instructions: Please download and email a **PDF softcopy** of this form within 2 weeks after the completion of your self-registered VIA activity to the VIA Committee (sngsvia@gmail.com) with the following file naming convention:

[Organisation_First/Last Name_Class] e.g. KidSTART_ClaraKhoo_3C.

Full Name of Student:	
Class:	
Name of Teacher In-Charge (if any):	
Contact No. of Student:	
Email address of Student:	
Name of External Organisation:	
Classification of Activity:	<input type="checkbox"/> Administrative Duties <input type="checkbox"/> Coaching <input type="checkbox"/> Event/Project Management <input type="checkbox"/> Fund-Raising <input type="checkbox"/> Others: _____
Brief Description of Activity:	
Undertaking By Student: My service is being provided to address the community needs of a non-profit organisation [^] . This VIA activity is self-initiated and not organised by the school. I understand that the school reserves the right to verify and determine the final number of hours to be credited for this activity. Signature of Student: _____	

[^]The following are not Non-Profit Organisations: child-care centres, kindergartens, companies. If unsure, please email the VIA Committee at sngsvia@gmail.com.



Date(s) of Activity: (Pls attach a list if there are >1 date)		Venue of Activity:		
Total No. of Hours Completed: (indicate under the specific category)	Interactive	Non-Interactive (Max : 6 hours)	Local Camps (max 30 hrs)	Overseas Camps (max 50 hrs)

Evaluation of Student(s) by Organisation: Where applicable, please rate the service(s) provided by our student(s) based on the rubrics below: Excellent (4) Good (3) Satisfactory (2) Needs Improvement (1)					
CATEGORY	4	3	2	1	Rate
Attitude and Commitment	Very enthusiastic and dedicated to the activity.	Shows consistent effort and positive attitude.	Completes tasks with some encouragement.	Lacks effort or a positive attitude.	
Empathy and Interaction	Engages meaningfully and shows deep understanding.	Builds good rapport and understanding.	Interacts respectfully with some effort.	Limited interaction or empathy.	
Responsibility and Dependability	Exceeds expectations and completes tasks independently.	Completes tasks reliably.	Needs guidance to complete most tasks.	Frequently requires supervision.	
Adaptability and Problem-Solving	Handles challenges creatively and adapts easily.	Adapts well to changes when needed.	Makes effort to adapt with some guidance.	Struggles to adapt or solve problems.	
Task/Service Implementation	All deliverables met with exceptional quality.	Most deliverables met with good quality.	Some deliverables met with adequate quality.	Deliverables were not completed as required.	
Any Other Suggestions/ Remarks:					

Name of Liaison Officer of External Organisation:	
Contact No:	
Organisation Stamp/ Signature of Liaison Officer :	



Post-Activity Reflection Questions

Personal Insights:

What did you learn about yourself through this activity?

Understanding the Community:

What did you learn about the people or organisation you worked with?

Future Application:

How will you apply what you've learned to future service activities or personal development?