

Section 22

GUIDELINES IN CONDUCTING OUTREACH PROGRAMS

These guidelines were formalized by the LCDC, community extension arm of the University, to have a systematic and effective conduct of any outreach activity set forth by the different sectors in the academic community. In order to facilitate the implementation of community service programs and/ or activities, as part of academic (data gathering, service to communities, research, etc.), or extra-curricular requirements, the following guidelines shall be observed by the concerned sector/s:

22.1 For student organizations (Student Councils, Program Councils, Interest Organization and other groups):

- 22.1.1** Requesting group/s shall confer with LCDC a month before the date of implementation of their proposed outreach activity.
- 22.1.2** Requesting group/s shall submit necessary documents for LCDC's perusal:
 - 22.1.2.1** Project proposal for outreach program (SDAO format)
 - 22.1.2.2** MOA for tie-up activities
 - 22.1.2.3** List of members
 - 22.1.2.4** Program
 - 22.1.2.5** Budget
 - 22.1.2.6** Conformity Form (for adviser/ substitute professor)
 - 22.1.2.7** Duly accomplished PCF for participating students
 - 22.1.2.8** Other documents as may be requested by LCDC
- 22.1.3** LCDC shall validate and approve submitted documents before endorsing it to SDAO for final approval.
- 22.1.4** Requesting group/s shall provide LCDC a copy of the SDAO approved documents a week before the date of implementation.
- 22.1.5** The concerned individual/s or group/s shall ensure the preparation of all necessary materials needed for the entire period of implementation. This shall include, but may not be limited to, food, monetary allowance, office supplies, first aid kit, etc.

- 22.1.6** The concerned individual/s or group/s shall undergo an orientation seminar set by LCDC three (3) days before the intended date of implementation or exposure.
- 22.1.7** The concerned individual/s or group/s shall submit an *After Activity Report* using LCDC format.
- 22.1.7.1** For one day activity, submission will be three (3) days after the date of implementation.
- 22.1.7.2** For Long-term/Series/Continued activities, a monthly report with individual reflections of the members involved will be submitted.
- 22.1.8** Only then will LCDC issue a certificate of involvement in community extension service.
- 22.1.9** Any sector/group who wishes to continue its community outreach program for the next semester or year may not be given a chance to implement such request if it has pending documents.
- 22.2** **For new partnership and linkages with other communities and institutions, concerned sector/ group initiating the partnership must coordinate first with LCDC, prior to entering into formal agreement with concerned community/ institution.**
- 22.2.1** Initial dialogue with the new target community/ institution may be done by the requesting group.
- 22.2.2** During consultation with LCDC, requesting group must submit necessary details about the new target community/ institution and LCDC will do the follow up on the requested activity.
- 22.3 Cancellation of activity**
- 22.3.1** Cancellation of activities because of foreseen events may be done by requesting individual/s or group/s a week before the date of implementation. The concerned party shall advise

LCDC in writing. In turn, LCDC shall inform the partner institution or community regarding the cancellation.

- 22.3.2** Cancellation of activities because of unforeseen events like typhoon, suspension of classes, etc., may be done by LCDC.
- 22.3.3** Failure to comply with all the requirements needed for the outreach program, i.e. submission of documents, non-attendance in the orientation seminar, and unavailability of the adviser or a substitute during the day of the outreach will mean cancellation of the requested activity.

22.4 Any individual or group may not be allowed to do community outreach activities if:

- 22.4.1** the requesting party fails to submit necessary and other pertinent documents on time.
- 22.4.2** there is no proper coordination with LCDC for changes made in the activity prior to its implementation.
- 22.4.3** the adviser or his/her faculty representative did not assist and accompany the requesting party during the implementation of activity.

Written information shall be forwarded by LCDC to OSS-SDAO regarding the above mentioned concerns.

22.5 As part of the academic requirements (research or data gathering in a particular subject):

- 22.5.1** A letter of request, duly signed by the adviser indicating the purpose or objective of the said activity, must be submitted to the LCDC director a month before the intended date of activity. Requesting group/s must leave important information (e.g., name/s and contact number/s) along with the letter.
- 22.5.2** A consultation with the director or the concerned project officer of the office follows after the submission of the letter of request.

- 22.5.3** When the request is approved, the requesting party shall submit other pertinent documents (e.g. concept paper, research proposal, etc.) to LCDC.
- 22.5.4** Upon submission of pertinent documents, LCDC shall be responsible for the initial coordination with the institution or community regarding the said request activity.
- 22.5.5** Requesting party will be responsible for the implementation of their activity and must submit necessary updates and reports (particularly the After Activity Report) to LCDC (with furnished copy for the community/ institution).
- 22.5.6** After the research or data gathering, the concerned party should furnish LCDC and the organization/community with a hard copy of the accomplished research/study.