



**MAPÚA INSTITUTE OF TECHNOLOGY
NATIONAL SERVICE TRAINING PROGRAM
CIVIC WELFARE TRAINING SERVICE
[MAPÚA-CWTS]**

**GUIDELINES FOR THE CONDUCT OF COMMUNITY
ACTIVITIES**

A. PRIOR LEAVING FOR THE COMMUNITY

- a. Students shall meet their Facilitators within the premises of the Institute preferably in their respective classrooms. No class shall meet outside the campus.
- b. Only the class facilitator can accompany the students in their community visits. Classes without facilitators shall be dismissed and students' attendance shall be taken by the CWTS Office. Community visits can't be substituted.
- c. Facilitator shall orient the class with their community activities, expected outputs and itinerary of their visit.
- d. The first attendance of the students shall be taken inside the classroom.
- e. The class shall go to the community together. No students will be allowed to follow their class in the event that they came to class late. Students are advised not to use personal vehicles during community visits.
- f. The Facilitator shall coordinate with the community regarding their visit and any needed assistance. The Community Relations Officer shall give the contact details of the community prior the first community visit.
- g. Be simple in dressing for community work. Avoid wearing attention-catching clothes and expensive jewelleries as well as bringing expensive gadgets like MP3 players, laptops and the like. The Facilitator and the CWTS Office are not liable for any loss.
- h. Transportation arrangements shall be a prerogative of the class. The transportation fare, as practice, shall be shouldered individually.

B. DURING THE COMMUNITY ACTIVITY

- a. The class shall have a courtesy call to the Barangay Chairman or any barangay representatives upon arrival to the community.
- b. The Facilitator shall discuss the purpose of the visit and the activities to be conducted.
- c. Students are to observe proper decorum and behaviour. Be aware that in community work, you carry not only yourself but the name of the Institute.
 - i. Be courteous and polite in conversing with people especially those who are older than you. Don't use curse or offensive words.
 - ii. Be a role model. Avoid showing disgust or annoyance if any inconvenience were encountered.
 - iii. Smoking and engaging in drinking session and gambling are prohibited.
- d. Always observe the "buddy system". Avoid wandering around the community individually.
- e. Integrate with the community and observe community processes. Talk and interact with people in the community.
- f. The students' attendance shall be taken twice, upon arrival in the community and before leaving the barangay.
- g. Know the purpose and limitation of the visit. Don't make any promises that the class can't fulfil. This will only give the community false hope.
- h. Document the community visit. Take pictures of the activities being conducted. Note observations and get full names of people whom the class interacted, if necessary, include their position or any relevant information.

C. AFTER THE COMMUNITY ACTIVITY

- a. The class shall proceed back to the Institute. There will be no dismissal of class in the community. All CWTS classes must return to the school.
- b. The Facilitator shall de-brief the class about the visit. Document any incidents that occurred during the visit as well as students' feedbacks, observations, comments and suggestions.
- c. Develop a plan of action for the next community visit.
- d. The last attendance of the students shall be taken after the class discussion and de-briefing.
- e. The Facilitator shall accomplish any of the required documents pertaining to the concluded community activity.