



CSU-CON-J

COMMUNITY SERVICE UNIT ACTIVITIES GUIDELINE

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Introduction

There is no doubt that the students, teaching assistant, admin, and faculty benefit greatly on an academic and emotional level when they volunteer their time to make the community and world a better place. When completing a community service projects and activities, each volunteer develops real-world skills that helps them succeed in their learning experience, and social skills. They practice leadership, problem-solving, collaboration with others, time management, and communication skills. When giving back to the community by performing community service, the rewards are limitless, and it can have an impact on the world. So, Community service unit (CSU) at CON-J encourage you to

Participate by being with us.



Vision

The philosophy of the Community Service Unit (CSU) stems from the philosophy of the University as a whole, and the College of Nursing-Jeddah (CON-J) in particular. It involves strengthening the role of the CSU in creating a stimulating environment for preparation and delivery of health awareness programs as well as constant interaction with all segments of the society, especially disadvantaged and undeserved groups, in order to raise the level of health awareness among population.



Mission

The CSU strengthens the interaction and relationship between CON-J and all segments of the community for effective contribution to creating a health-educated community. The CSU will facilitate the dissemination of knowledge and health awareness among populations, using scientific methods and with support of health personnel who are expert in providing health services and awareness for community groups.



Objectives

- 1- Continuity of communication between the CON-J and the community as a whole through conducting free-of-charge health fairs (days) for different population categories in the community, especially the undeserved and at-risk populations in the society. These services will be offered in coordination with other local health teams that provide free health services and awareness to different groups of residents.
- 2- Increase the availability of health information to different groups in the society through Health educational lectures, training, programs for:
 - a- School children and teachers.
 - b- University and community college students.
 - c- Women at childbearing age related to pregnancy, lactation, and menstruation.
 - d- Patients (and their families) suffering from chronic diseases such as diabetes, hypertension, anemia, etc. and train them to check blood sugar and pressure.
 - e- People with special needs and handicapped such as disabled, deaf and mute especially those related to first aid and safety issues.
 - f- Kindergartens staff on how to handle and protect children from accidents other diseases.
 - g- Youth groups (teenagers) to raise awareness about the effects of smoking and addiction, reproductive health, and how to deal with adolescence and related matters.
 - h- Elderly people especially those at risk for health problems and injury.



Objectives

- 3- Create a health information Database documenting the community service and volunteer activities of the College, especially those related to health services area, to enable the College to use the information for scientific research and health reports and evidence-base planning. This could be accomplished through:
 - a- Health surveillance for any geographical area where the unit conduct a free health day (fair).
 - b- Health survey by college staff, faculty members, and students at the University and in collaboration with the college.
- 4- Building cooperative/collaborative relations with local sectors working on development of awareness and promotion of the health of citizens and residents through:
 - a- Get external support from informal or formal agencies (in the form of material and moral support).
 - b- Encourage the local community to support the activities of the unit and facilitate the implementation of its plans as much as possible.
- 5- Participation in the international health days such as outreach community activities.



The process of participation in the community service unit activities

1- Decision to participate in CSU

You can participate in multiple range of activities either health-related or non-health related.

Health-related activities include health education and awareness campaigns regarding any health related issues, address international health days and health screening activities as well.

Non Health -related activities include recreational activities such as activities provided for underserved population in the community, charity campaigns, artistic, physical exercise... etc.

The delivery and dissemination of CSU awareness is not restricted to visiting a community site and conducting health education. The volunteer can create permanent health education material such as educational video, or smart phone app aiming to enhance the health of the community.

Application for community service unit activities

Application to CSU activities can be based on the already set annual plan created by the CSU, or if the volunteer has an idea and would like to apply.

If the volunteer is a student, the student will start by contacting a faculty member with specialty or background that enrich the community service activity, then discuss with her the topic you aim to cover and obtain her approval to supervise and guide the community service activity. In case the student can't find a supervisor, the CSU will contact a faculty who is interested.

If the volunteer is faculty or TAs, teaching staff can initiate or coordinate an activity that best fit their interest of specialty. In case, they require a volunteering students, they will contact CSU for recruitment of volunteers.

If the volunteer is an administrator, the administrator will choose an activity based on their interest. They can create activity that aim to promote the community or join in with already established team of faculty and their students.

If the volunteer is a non-Arabic speaker's faculty or TAs, opportunity still present to participate with CSU. This can be established through supervising students' activities, or participate with other faculty. Or create an on-line activities in English for the suitable target population.



2- Decision on the location of the community service activity

There are two main options on the location of conducting community service activity, either on-site or to conduct your activity virtually.

For on-site location, the volunteer team and their supervisor will contact the chairperson or co-chairperson of the CSU at least two weeks in advance to arrange letters and communicate with the desired community setting, along with transportation arrangement.

Location of the event can vary such as malls, Primary health care clinic, schools or any other organization that contain the target population of the activity.

For the on-line activity the MS team link will be ready at least one week in advance. The volunteer team will prepare material and send it in advance to the supervisor or activity coordinator as well as the IT team who will arrange for the activity.



3- Community service event poster

In case the community service event requires a poster for advertising purposes, the supervising faculty will request a poster through the help desk in the College of Nursing web page.



4- Decision on the time of the community service activity

The volunteer has the liberty on deciding the date and time that is most suitable for them. Note that in case there is conflict in the date and time of the community service event with lecture or clinical, the CSU can't excuse the students from their courses, or relieve them from absenteeism.

If a volunteer participated in the content of the CS activity, in terms of health education material, design, or decoration but were unable to go to the community setting. Certification will be issued to their name.



5- Request for supplies Prior to the community service event

Kindly note that supplies must be requested two weeks in advance.

Contact the student affairs for some of the supplies such as tables, distribution of mugs, T-Shirts, Caps... etc.

In case supplies were not available in student affairs, the volunteering team can request from deanship. Please do so at least a month in advance, as some these items might be used by the campaigns conducted in the deanship.

Please view appendix 1 for the items you can request from deanship, then fill the form (appendix 2), then you will send it to the chairperson or co-chairperson of the CSU who will send official request via the dean's office requesting for the supplies.

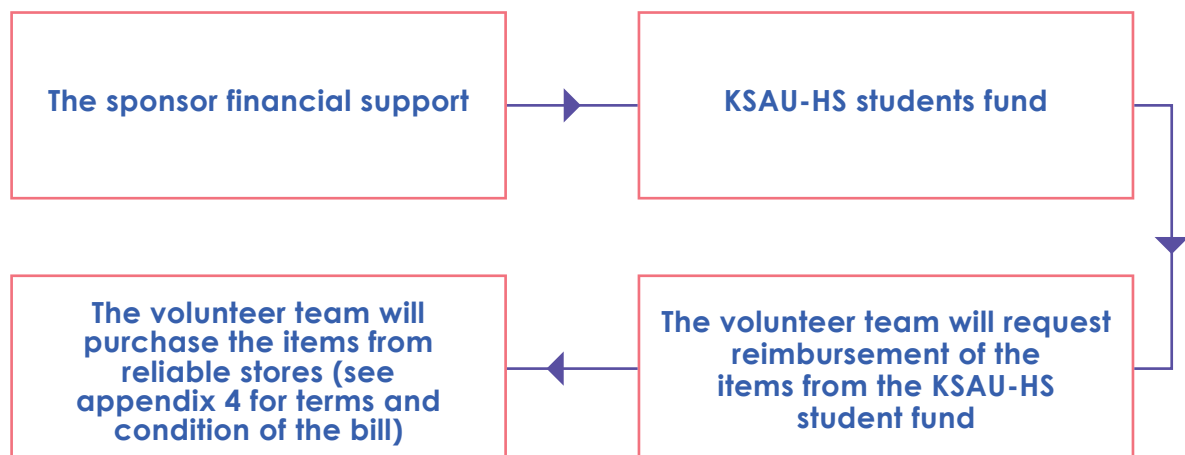
Kindly note that some of the items need a logistic transportation from deanship to CON J. The campaigns supervisor will fill the logistic request form (Appendix 3), then send it back to deanship. Once the items arrived the CONJ, the supervisor will sign the items arrival, make sure the items are cared for and free of any damages. Please note that electronic supplies such as screens, or projectors will be picked up personally by the campaign supervisors and her students from deanship. Please make sure items are well cared for. In case the items were damaged the volunteer team will need to replace them.

Media materials must be critically revised and have adequate citations. Don't use any promotion logos or any symbol as an advertising.



6- Sponsorship:

In case the volunteer teams contacted an organization for sponsorship of the campaign, by either sending specialist or through distribution of items promoting the organization, will be allowed as long as it's not in conflict with the hosting community setting policies (such as malls). In addition, if the sponsor is willing to support the campaigns financially. Please start the process two month in advance, the process will be as follows:





7- Request for transportation

After confirming the activity date, time and place. The campaign supervisor will contact the CSU two weeks in advance to arrange transportation. Please send the following details:

Date of the activity

Time of the activity

Location of the activity

Number of the students

Number of the supervisors or coordinators

You can send this information by mail to:

- Dr. Samaa at anazisam@ksau-hs.edu.sa
- Dr. Neama at hantiran@ksau-hs.edu.sa
- Ms. Shirihan at khalilsh@ksau-hs.edu.sa
- Ms. Mervat at badgeilM@ksau-hs.edu.sa



8- During the community service event

The activity supervisor will allocate a member of the student volunteer team to be responsible for taking pictures or video as a part of the media team

- The media will not video tape or take pictures of the attendees faces without their consent, as it might violet their privacy.
- Permission for pictures should be taken according to the hosting site rules and polices.
- Note that photos must reflect the activity title, and a collective photo for the team and supervisor is highly preferable. Media photos and videos are reflective of the KSAU CONJ institutional image. Therefore, make sure to take a picture that is suited to be posted in the college's website.
- All documentary photos or videos will be submitted to the CSU media organizer (Ms. Nashwa) using the following mail foaadn@ksau-hs.edu.sa.
-
- The CS volunteer team will take a satisfaction survey electronically (appendices 5) through the QR code.



9- After the event

- The CS event supervisor will fill the report via a link after the event has ended to keep track of the event, and enhance the CSU activities (appendices 6).
- The volunteer members either students or faculty will be given a link where they write their name and personal information (such as national ID, contact information and emails) make sure all the participants add their names. Failing to write all names lead to no issuance of certification.
- In addition, in order for the volunteer hours to be accounted for in Saudi national platform of volunteer. Each volunteer must register in the platform in advance prior the conduction of the event.

أنشئ حسابك الآن على

المنصة الوطنية للعمل التطوعي

للحصول على شهادات تطوعية وتوثيق ساعاتك التطوعية
في جامعة الملك سعود بن عبدالعزيز للعلوم الصحية

4

الذهاب إلى سجل المتطوع
للحصول على الشهادة

طباعة الشهادة

3

انضم للفرص التطوعية
بجامعة الملك سعود بن
عبد العزيز للعلوم الصحية

2

قم بإنشاء حساب
تطوع الآن

تأكد من إدخال البيانات المطلوبة
عند إنشاء الحساب.

1

الدخول على المنصة
الوطنية للعمل التطوعي

تنبيه: لا يمكن توثيق الساعات التطوعية لمن لم يقم بإنشاء حساب على المنصة الوطنية للعمل التطوعي مسبقاً.

DSA KSAU-HS
 KSAU_DSA




Appendices

Appendices 1: items available at the deanship
(Excel sheet)

Appendices 2:

نموذج طلب من قسم الممتلكات الخاصة بعمادة شؤون الطلاب			
الرقم التسلسلي للطلب :			
(1) يجب تعبئة البيانات التالية وإعادة ارسال النموذج عبر البريد الإلكتروني لقسم الممتلكات :			
م			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
اسم موظف النشاط	اسم الكلية / القسم		
الرقم الوظيفي	تاريخ بداية النشاط		
	تاريخ نهاية النشاط		
اسم النشاط	تاريخ إعادة الممتلكات		
مكان النشاط	توقيع الموظف		
اسم المشرف	توقيع المشرف		
(2) بيانات تسليم المتطلبات المتوقع (تعبأ من قبل مسؤول الممتلكات وتعاد بالبريد الإلكتروني لموظف النشاط)			
تاريخ الاستلام	مكان الاستلام		
اسم موظف الممتلكات	التوقيع		
(3) نموذج استلام المتطلبات (العهدة) من قسم الممتلكات اثناء التسليم .			
اسم موظف النشاط	اسم موظف الممتلكات		
الرقم الوظيفي	الرقم الوظيفي		
التوقيع	التوقيع		
(4) نموذج إعادة المتطلبات لقسم الممتلكات وتوقيع إخلاء الطرف من قبل موظف النشاط (التاريخ تم تحديده مسبقاً بالنموذج في الخطوة رقم (1)			
تم إخلاء طرف الموظف المدرجه بياناته أدناه في يوم			
في تاريخ :			
اسم موظف النشاط	التوقيع		
اسم موظف الممتلكات	التوقيع		
ملاحظات			

Appendices 3:

<p>Kingdom of Saudi Arabia King Saud bin Abdulaziz University for Health Sciences</p>		<p>المملكة العربية السعودية جامعة الملك سعود بن عبدالعزيز للعلوم الصحية</p>
<p>Property Management - Western Region Request for Services (To Be Submitted 3 Days Prior to Actual Need)</p>		
Requestor Name:	Date:	
Department:	Mail Code:	
Ext/Pager		
Nature of Request:		
Justification:		
..... Department Head Approval / Signature		
Property Management USE Only		
Date:	Received By:	No:
<input type="checkbox"/> Urgent (for Clinic Ward only) <input type="checkbox"/> ASAP <input type="checkbox"/> Routine		
<u>S T A T U S</u>		
For Action:	<input type="checkbox"/> Available <input type="checkbox"/> Raise SPR <input type="checkbox"/> Not Available <input type="checkbox"/> Turn-In/Salvage <input type="checkbox"/> Refer to Other Department <input type="checkbox"/> Specific Instructions:	
..... Manager Property Management, Western Region		

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شروط قبول الفواتير

- هناك شروط يجب توفرها في الفاتورة لكي يتم قبولها من قبل عمادة شؤون الطلاب وهي كالتالي :
- ١- أن تكون باللغة العربية .
 - ٢- أن تحتوي على تاريخ الشراء.
 - ٣- أن يعنون اسم العميل بإسم: جامعة الملك سعود بن عبدالعزيز للعلوم الصحية.
 - ٤- وجود أسم المنشأة مع الشعار الخاص بها.
 - ٥- وجود ختم المنشأة.
 - ٦- أن تكون الفاتورة الأصل وليست نسخة.
 - ٧- أن يكون بيان الفاتورة موضح بشكل تفصيلي.
 - ٨- أن يكتب السعر لكل وحدة مع الإجمالي.
 - ٩- يجب ان تكون الفاتورة خالية من أي كشط او تعديل.
 - ١١- وجود رقم السجل الضريبي للمنشأة (في حالة تم دفع ضريبة).
 - ١٢- لاتقبل سندات القبض والفواتير الإلكترونية (Sales Receipt) .
 - ١٣- يجب الإلتزام بالسعر المقدم مسبقا والمعتد من قبل العمادة عند تقديم فواتير المشتريات .
- ملاحظة / يجب تسليم الفواتير مرفقة مع نموذج Petty Cash Voucher

Appendices 5:

استبيان تقييم النشاط

النشاط: التاريخ:

1- هيكل النشاط

أوافق بشدة	أوافق	حيادي	لا أوافق	لا أوافق بشدة

2- المتحدث/ مدرس/ مقدم/ متطوع

أوافق بشدة	أوافق	حيادي	لا أوافق	لا أوافق بشدة

3- المكان

أوافق بشدة	أوافق	حيادي	لا أوافق	لا أوافق بشدة

4- الخبرة الشاملة

أوافق بشدة	أوافق	حيادي	لا أوافق	لا أوافق بشدة

ما هي التوصيات الأخرى التي ترغب في تقديمها أو تعديلها لتحسين النشاط؟

تعليقات أخرى:

Report Form: Extracurricular Activity

Title of Activity:

Date of the Activity:

Duration of the Activity:

Beneficiaries:

Outcome(s) Achievement:

Evidence of the Impact of the Activity (Results of KPI measurement): Measuring student satisfaction with the activity

Results:

Challenges Experienced:

Recommendations: