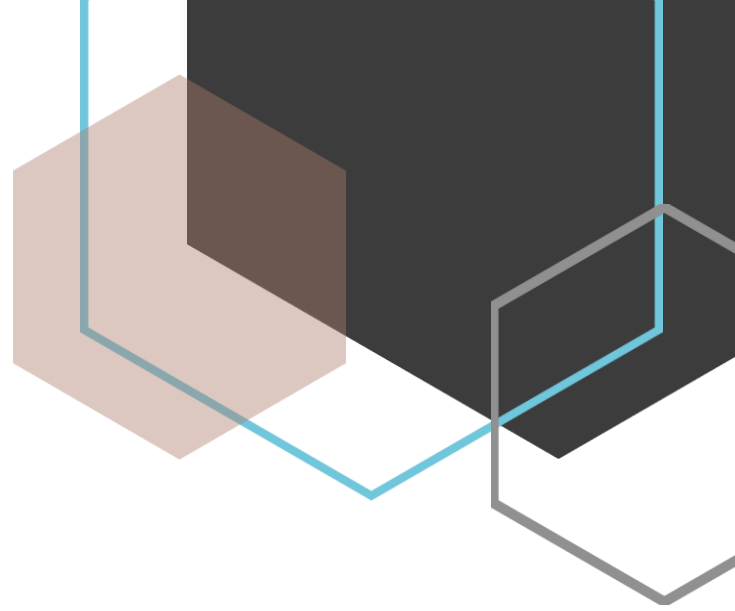




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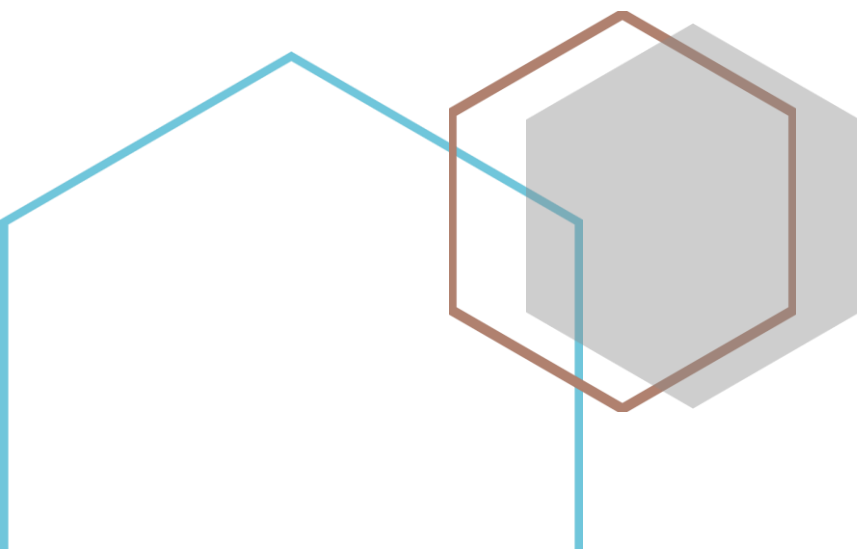
# IMPLEMENTATION FRAMEWORK STUDENT COMMUNITY SERVICE AND VOLUNTEERING CENTRE

**BENGUET STATE UNIVERSITY, PHILIPPINES**

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**Integrating Talent Development into Innovation Ecosystems in Higher Education**

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The framework outlines the design of the operations of the Student Community Service and Volunteering Centre created at the University in the frame of the INNOTAL project. It clarifies its place in the University structure, its activities and management, as well as applicable rules and regulations.



**ACTIVITIES OF THE CENTRE**

The Student Community Service and Volunteering Center shall exist to create the link between the university students and the community. It is also within the functions of the Center to provide opportunities for the student volunteers to enhance their skills and be able to gain real-life experiences. In partnership with local stakeholders/community partners, the students will be given the chance to serve in the community, and to help in whatever capacity they can in community development that will lead to sustainable development. When the student volunteers return from their engagements, students gain experiences, enhanced their skills, and also have that heart of service anchored on the values of Service and Development. This is illustrated in Figure 1.

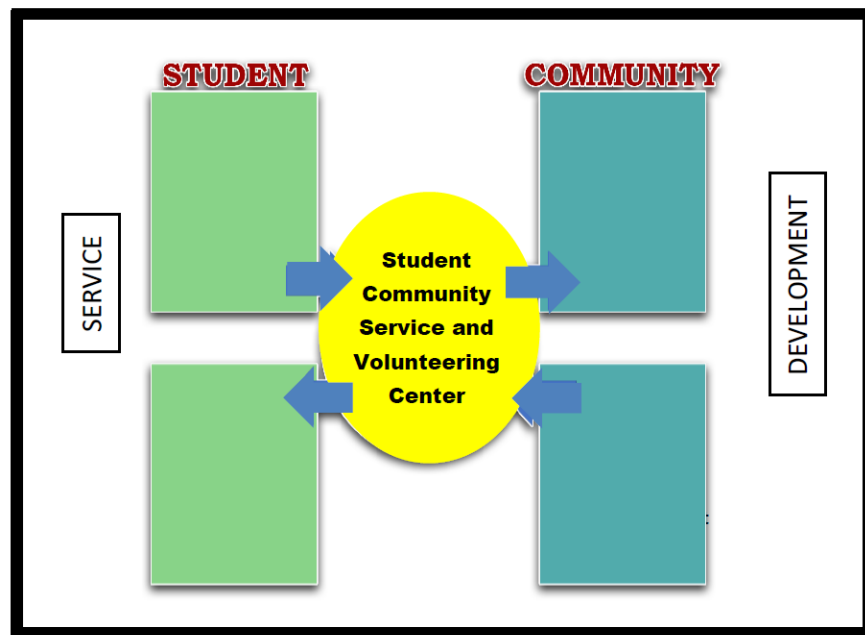


Figure 1. The Student Community Service and Volunteering Center showing the benefits to both student and community

Activities shall include, but is not limited, to the following:

- Negotiate linkages with stakeholders
- Recruitment of volunteers
- Train and prepare student volunteers
- Deployment of volunteers
- Coordinate volunteer activities to students, to stakeholders, community
- Evaluate and monitor volunteer activities (including creation of assessment tool for volunteers)
- Student skill development (augmentation)
- Community Awareness/Advocacy Development

**POSITION OF THE CENTRE WITHIN THE UNIVERSITY STRUCTURE**

The Center will be created as a substructure under the Office of Student Services (OSS) since student development and wellness activities are implemented by this office. Eventually, it shall become a separate office and be linked with the different colleges and academic institutes, stakeholders, local community and partner industries.

Benguet State University together with the Student Community Service and Volunteering Center will serve the local community and also enable student volunteers to develop the heart for service. Using the skills of its students to provide development to the community is one of the key efforts of the university to contribute to sustainable development in the region and the local communities.

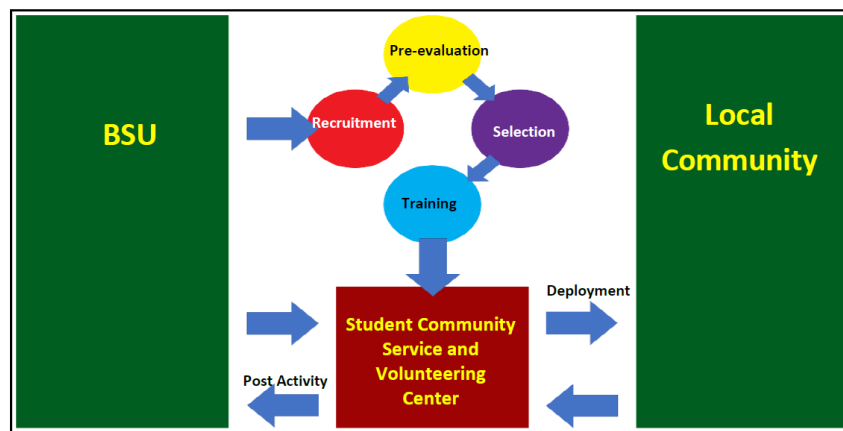


Figure 2. The Student Community Service and Volunteering Center operation integrated into existing mechanisms.

- The Student Volunteer Center shall coordinate all immersion/engagement activities to the community specifically for student volunteer activities separately from the University Extension Office. However, the two structures can collaborate when there are overlapping interests.
- The Volunteer Center should get authorization from the higher management to forge partnerships with local communities before inking any Memorandum of Understanding.
- The Volunteer Center shall always coordinate with the OSS and the VPAA prior to every engagement/community immersion. A monitoring scheme will be developed and filled up every time before and after the activity of the center.
- A recruitment and mass awareness activity of the Student Volunteer Center should be included during the planning. All SVC activities should be included in the university calendar for proper implementation and planning, taking into account that coordinators and deployment officers are university employees, so they have other functions to attend to.
- Activities involving students should not disrupt their regular class

**ARRANGEMENTS  
FOR THE  
MANAGEMENT OF  
THE CENTRE**

schedules. Engagement/immersion in the community shall be approved initially by the OSS and forwarded to the VPAA for final approval. All involved college students (enrolled in their respective college) shall receive a confirmation letter. Without the approval of the VPAA, the activities shall not be implemented.

**ARRANGEMENTS  
FOR INVOLVEMENT  
OF FACULTY AND  
STAFF IN THE  
CENTRE**

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The Center will be managed by Dr Erlyn Honeylette Marquez of the INNOTAL Project Team. She is a faculty member who is currently the Division Head for Student Wellness Services. Under her supervision shall be an Overall Volunteering Coordinator (herein referred to as Coordinator for brevity) and an Administrative staff who will be hired to manage data and perform other administrative functions, like payroll and clerical jobs. Working with them will be at least eight College Volunteering Coordinators.

**ARRANGEMENTS  
FOR THE  
COORDINATION AND  
ADMINISTRATIVE  
WORK IN THE  
CENTRE – STAFF,  
RESPONSIBILITIES,  
FINANCING**

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University faculty and staff members can be designated by the College Deans as College Volunteering Coordinators or/and Recruitment Officers. If a faculty member will be designated, he/she shall be credited 3 units as equivalent teaching load. A Certificate of recognition shall be given to them at the end of the school year.

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The Center Manager may task the Coordinator to handle top level meetings, conduct center meetings and develop policies concerning the Center. Part of the tasks is to coordinate and establish linkages with different industry partners outside of the OJT program.

College coordinators shall do the following (but not limited to):

- recruitment
- initial assessment of volunteers
- evaluation of skill levels

The Administrative aide shall handle the paperwork, payroll of staff and data management, supported by a group of clerks assigned on specific data.

Deployment officers will accompany student volunteers in communities, partners in the industry, in order to supervise and make sure volunteers are in safe and secured work conditions. He or she will make initial/pre-test assessment on the student volunteers.

Funding may come from donations from sponsors and partners, with the same social responsibility. The Center can tap funds from the existing Income Generating Projects of the University.

**CHANNELS AND  
MEANS OF  
COMMUNICATION  
WITH EXTERNAL  
STAKEHOLDERS**

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- Communication letters shall be sent to external stakeholders to express the University’s desire to help in whatever capacity the student volunteers can do in their industry, aligned with their skills
  - Sending out student volunteer collaterals (skills of volunteers)



- Conducting regular visitations to local communities and conducting Needs Assessment/Analysis activities to identify what can be done and how the Center can help.

The following activities and incentives shall be implemented.

- Awareness campaign to use quad media (print, TV, broadcast and social media channels): WHY VOLUNTEER campaign (Plate 1)

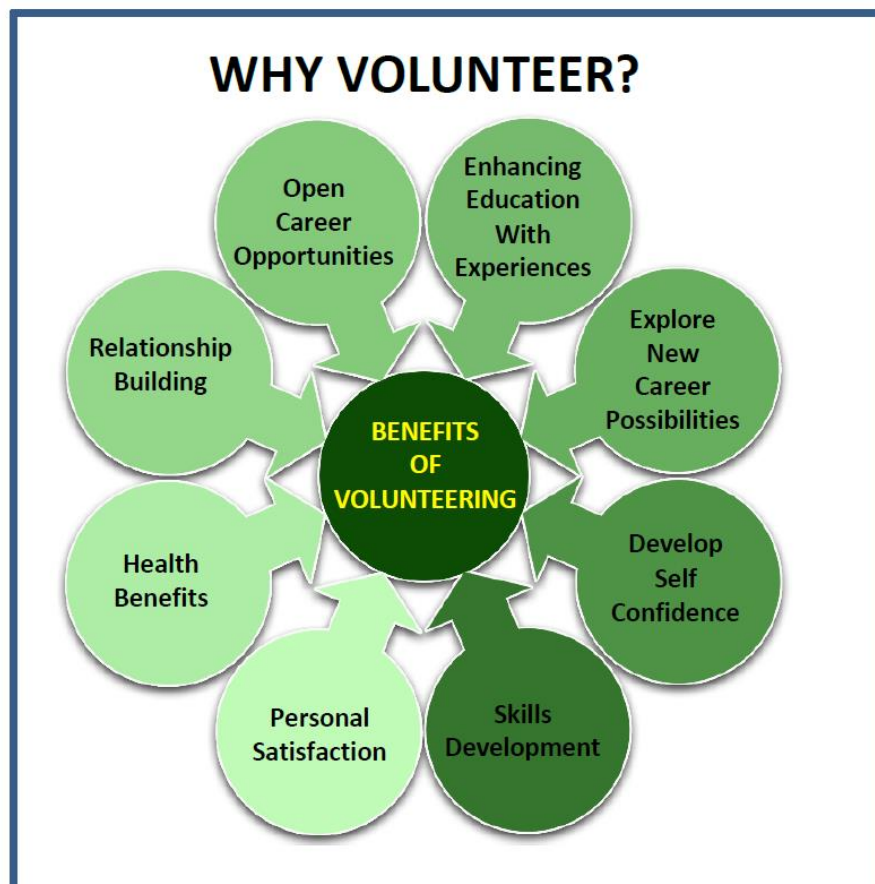


Plate 1. Why Volunteer graphic organizer

- Tarpaulin and banners can be hung around the University
- Provide tribute or testimonials to the student volunteers before the end of the school year, to be attended by the different stakeholders and partners. This can be an employment opportunity/recruitment activity as well.
- Giving out certificates of recognition after every successful volunteer program joined
- Additional point based on skills aligned with the course the volunteer is undertaking, this can be arranged with the Volunteering Coordinator of the college based on the student volunteer performance during the volunteer period (assessment result).

RULES AND  
REGULATIONS FOR  
THE SELECTION  
AND  
PARTICIPATION OF  
STUDENTS IN  
VOLUNTEERING  
AND COMMUNITY  
SERVICE

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Student Volunteering shall be open to all aspiring students willing to go for outreach and community volunteering. However, if there is a high influx of student volunteers, the 3rd year and graduating students will be given priority for deployment in order to give them the opportunity to do so considering that the younger students have a longer residency in the University and will have other chances to participate in such activity.

To ensure equal opportunity for all student volunteers, their names will be placed in separate folders based on their specific field of specializations and skills. All student volunteers can only have engagements once or twice in a semester. If there is an increase in the needs emanating from partner communities' stakeholders, some student volunteers may be sent out for the third time.

Priority will be given to student volunteers who are about to graduate, first-time volunteers, or those who possess skills specific to the needs of requesting partner.

All student volunteers should submit the following:

- Consent form duly signed by the parent/guardian
- Application letter
- CV
- ID Photo
- Photocopy of Enrolment form
- Photocopy of official receipt
- OTR (if available)
- Medical Certificate (includes food and other allergy triggers)

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Students who have been deployed for immersions and have engaged in volunteering activities are advised in the preparation of their resume/CV to include their experiences during the volunteering activities.

After every community engagement/volunteering activity, a post evaluation shall be done by the partner community together with the Volunteering Center staff.

Academic credit will be provided for the student volunteer (Memorandum of Understanding with Vice President for Academic Affairs (VPAA) and the College Deans should be arranged). The Student Volunteering Center shall prepare a list of student volunteers per college to be submitted to the Department Chairmen of the Colleges/Institute and then to the Dean. The College Dean will endorse the list and forward it to the VPAA. The degree program chairs will be in charge of handling academic credits for students included in the list.

All participating student volunteers shall undergo “after-activity” debriefing

RULES FOR  
LINKING  
VOLUNTEERING  
AND COMMUNITY  
SERVICE  
ACTIVITIES TO  
SKILLS  
DEVELOPMENT



**RULES FOR ENSURING THE SAFETY OF STUDENTS ENGAGED IN VOLUNTEERING ACTIVITIES ORGANIZED BY THE CENTRE**

and evaluation for endorsement of academic credit (extra point/s) while inculcating the lessons learned and values exhibited through participating.

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Before deployment of student volunteers, an advance team (consisting of the coordinator and community representative) shall carry out inspections and secure housing for the volunteers. Male and female students will be billeted separately. In case no housing is available for volunteers, the community may be requested to accommodate them through a homestay program.

There will be coordinators/deployment staff available to oversee the activity and stay with the students during the duration of their volunteer activities.

Students shall fill up a waiver form at the Student Volunteering Center. All student volunteers shall also undergo physical and psychological evaluation prior to deployment. During pre-departure meetings, parents and guardians are welcome to join as observers.

**INTERNAL DEVELOPMENT PLAN**

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The following shall be included in the development plan of the Center.

- Drafting of Student Volunteer Center’s manual of operations
- Designing and delivering personnel training and immersion programs
- Setting up training centers within stakeholders/community partners’ area
- Carrying out advocacy development activities
- Designing and delivering trainings in negotiations and relation building
- To sustain funding, the Center shall develop Income Generating Projects by providing services, e.g. in Agriculture it may conduct soil analysis for a certain fee for the farmers/gardener
- Linking within the university to develop skills of student volunteers needed to become part of the different university Income Generating Projects (e.g. food processing, coffee plantation, etc.)
- Each Income Generating Project shall have additional manpower from the Student Community Service and Volunteering Center every summer and semester break.

**QUALITY ASSURANCE PLANS**

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The following table describes the quality assurance plan for the Student Community Service and Volunteering Center.





Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Center will be monitored?	How will results be reflected in planning?
<b>Monitoring: ongoing, focused on implementation</b>	College Volunteering Coordinator	Pre-test and post test for the volunteer students and feedback from the community to determine the effectiveness of the activity	College Volunteering Coordinator	Overall Coordinator	Number of students involved in volunteering activities Number of partners involved Feedback from students and from stakeholders Number of students from disadvantaged groups involved in volunteering projects Number of faculty members involved Number of community beneficiaries Number of family beneficiaries Number of volunteering activities conducted	Results will be used to enhance the next year's plan.
<b>Evaluation and feedback gathering (identifying Strengths and Weaknesses)</b>	College Volunteering Coordinator	Assessment workshop	College Volunteering Coordinator	Overall Coordinator	Student skills level Competencies developed Number of long-term initiatives launched Number of new activities	Results will be used to enhance the next year's plan.