



KENYATTA UNIVERSITY
DIRECTORATE OF COMMUNITY OUTREACH & EXTENSION PROGRAMMES
P. O. Box 43844 – 00100 GPO Nairobi
Tel. 8710901-20 Ext. 57438, Fax-8711575
Email : director-coep@ku.ac.ke

COMMUNITY NEED-BASED PROJECT REQUEST FORM

Please read the instructions in this form very carefully and make sure you complete the form and return it to COEP office (Uganda 1) four (4) weeks before the date you propose to undertake the project.

1. Name of the Department/Students’ Organization/Club: _____
2. Name of the Departmental Representative to COEP/ Club Patron: _____
3. Nature of the proposed project: _____
4. The benefitting Community(ies) _____
5. Give the Rationale of undertaking the project by Indicating how the project you intend to undertake will benefit the following:
 - a. The Community (ies) you intend to serve: _____

 - b. The project participants from Kenyatta University: _____

 - c. Kenyatta University as an Institution: _____

6. Date and Time of the proposed project: Date _____ Time: From _____ To _____
7. Number of Kenyatta University people to be involved in the project: _____ Staff members _____
Students _____.

COMMITMENT BY THE DEPARTMENTAL REPRESENTATIVE/CLUB PATRON

I will **I will not** **be available** to accompany the students for the Community Service project on this date.

9. Details of Departmental Representative/Club Patron who will accompany the students going for Community Service Project.

Name: _____

Designation: _____

Signature: _____

Mobile Number: _____

Date and an Official Stamp _____

NOTE

1. Students should not go for Community Service without a Departmental Representative who is an academic member of staff or a Club Patron. If the Departmental representative or the club patron is not available to accompany the students for Community Service, he/she should request an Academic member of staff in the related area to accompany the students in writing and forward the same to the Directorate of COEP together with this application. Where the requested member agrees to accompany the students, he/she should fill the details on No.9 above.
2. The Club Chairman (who is a student) should submit a letter of invitation/acceptance letter from the host institution together with the application they submitted to the host institution.
3. The Club Officials should fill the Programme for the day's activities in full in consultation with Departmental Representative/Club Patron.
4. After undertaking the project, The Club/Organizational officials are expected to immediately submit a comprehensive project report on the activities of the project including hard and soft copies of photographs taken during the project (photographs should include activities scene).
5. A sample of Certificate of participation has been developed by the Directorate of COEP for your reference, please use the same format when developing your certificates.
6. The certificate should be brought to the Directorate of Community Outreach and Extension Programmes for signature after it has been signed by the Club Chairperson, Departmental Representative/Club Patron who accompanied the students during the project.

7. According to the University Policy the directorate of COEP cannot facilitate Students/Staff club/organization for community service from any Geographical Region which has ethnic/tribal connotation.
8. Because of the many student clubs wanting to go for community service, one students' Club/Organization should not apply to go for Community Service more than twice in the same semester. The club cannot visit the same community twice within the same year.

Please adhere to the above requirements to help us facilitate your project.

**THANKS YOU VERY MUCH FOR ACCEPTING TO BE OUR
CO-WORKERS IN COMMUNITY SERVICE**

DR. JANE W. KAMAU
DIRECTOR, COEP

JWK/cw

STUDENTS AND THE DEPARTMENTAL REPRESENTATIVE/CLUB PATRON WHO WILL PARTICIPATE IN THIS PROJECT SHOULD PROVIDE THEIR DETAILS IN THE TABLE BELOW AND SIGN AGAINST THEIR

NAMES

Sno	Name	Reg No./PF No	Mobile No.	Signature
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Sno	Name	Reg No./PF No.	Mobile No.	Signature
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56		Departmental Representative/Club Patron		