



King Saud bin Abdulaziz University for Health Sciences
College of Nursing - Riyadh

Document Type:	Standard Operating Procedure (SOP)
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Procedure:	Community Service Activity Approval
Responsibility:	Community Services Unit (CSU), College of Nursing, KSAU-HS
Frequency:	Upon conducting an activity

Description

This SOP outlines the complete details concerning the approval of any community activity either extracurricular or based on community needs.

Procedure

1. The submitted Community Service Request (CSR) forms must be reviewed by the CSU members.
2. Time of submission 3 weeks before the visit otherwise three months for printing material requirements.
3. Proposed activity should be categorized either extracurricular or based on community needs activity.
4. Any activity upon invitation of a community must be submitted to the Community Service sub-committee for approval.
5. Community Service sub-committee review and provide the initial approval for the proposed activity.
6. Reviewed activity will be submitted by CSU to the Office of the Dean for final approval.
 - 6.1. Any activity requires a venue such as shopping centers, must be submitted to the Deanship of Student Affairs for approval.
7. Upon approval from the deanship office, all needed documents and materials must be arranged.

Related Documents

Community Service Request Form