



King Saud bin Abdulaziz University for Health Sciences
College of Nursing

Community Service Request Form Submission	
Responsibility:	Community Activity Leader "CAL", College of Nursing, KSAU-HS
Frequency:	Upon conducting an activity
Instructions:	
<ol style="list-style-type: none">1. The form must be filled out and submit by one community activity leader "CAL".2. Time of submission three to four weeks before the activity visit.3. Activity title has to be appropriate and corresponding to the content of the proposed activity.4. Community activity type should be defined either intra-curricular, extra-curricular activities or activities based on community needs.5. Targeted community and number of visits (date and time) must be identified.6. Name, position and task of all the members within the organizing team should be specified.7. Each activity visit include two faculty members plus CAL. The number may increase based on the type of the community activity and the target populations8. Number of students need to be specified (it is preferred to include students from the 4 academic levels).9. Activity requirements, souvenirs and materials should be listed and completed.10. Define the type and number of copies for the printing materials. (Three months for printing new materials)	
Related Documents	
Community Service Request Form	