BITS College

Community Services Guideline

Revised

January 2021

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1. Purpose and Benefits

According to Proclamation 1152/2019 article 8(3), Community Engagement / community service is one of the duties and responsibilities of all higher education institutions. The activity provides opportunities for young people to develop the values, skills and understandings needed to contribute to civic wellbeing. There is no financial reward or payment as a result of involving in community service.

Community service should be an integral part of students' learning experiences and offers meaningful opportunities for students to engage with individuals of their communities on a deeper level and understand the true concept of giving back. As part of the College's mission, the aim is to prepare professionals that are dedicated to the improvement of society. Community involvement incites personal growth, builds camaraderie, encourages civic engagement, and offers insight into the challenges our communities face. Developing a deeper understanding of the workings and infrastructure of our communities is the first step in making a difference.

2. Initiation

The community service may be initiated by the student or the College. The service should be provided as part of the College requirement for graduation and may be provided:

- individually or collaboratively
- through one or multiple activities
- over one or more years
- directly or indirectly

    Direct: activities involving personal contact with the direct beneficialry such as mentoring students

    Indirect: activities that do not involve personal contact with the person being served such as design of technology platforms,

The College shall maintain, update and publish a list of community partners in Addis Ababa with their respective community service areas.

Based on the identified core needs, a community-based project will be designed to address issues, challenges, trends, and opportunities for interventions in outreach programs. While the community engagement directorate plays primarily a facilitating role, the academic units take charge of the designing of projects that engage communities as important members of the project team. This in turn ensures the exchange of knowledge and improves the implementation of projects.

3. RECORDING HOURS

3.1 Expectations

Students must keep a record of their service activities and number of hours completed. The College expects a minimum of 24 hours of community service in order to provide a certificate of appreciation. Students are, however, encouraged to give community service whenever the need arises.

The College shall provide an online log book for this purpose. The registrar or the research and outreach services director may access the 'record of service' page from the student portal website. Students are also required to keep a hard copy of the completed record of service for College audit purposes.

The service record must include:

- student's name and program enrolled, etc.
- date the service was undertaken
- service activity and organisation (if relevant)
- full name, signature and contact number of person validating the activity
- cumulative tally of hours of service completed
- college academic advisor approval

3.2 Record log book

Record of Service				
Student Id:		Student Full name:		
This is the official record of your community service. Each time you participate in a service activity or event, make sure you record it clearly. The person responsible for the community service programs or your academic advisor may monitor your record keeping. When you have completed 24 hours of service, give the journal to the supervisor who will record that you have met the community service requirement of BITS College				
Date	Service Activity Details	No. of hours	Validated by Name	Signature

Approved by: _____

Signed: _____   Date: _____

4. What counts as Community Service?

A wide range of activities will qualify as community service. It is, therefore, difficult to produce an exhaustive list of all such activities. The approach taken, therefore, is to identify the criteria that these activities must fulfil in order to be considered as community service. For activities to qualify as community service they should:
- Be for the benefit of others;
- Give service in an area of need;
- Provide opportunities for learning and reflection; and
- Not involve payment. However, activities that attract a small honorarium and fulfil the other criteria are still considered community service.

The final decision about what will and will not qualify for community service will be at the discretion of the office of Research and outreach programs.

Some examples of the types of activities that qualify as community service are also presented below:

College Activities
- Raise and Lower Flag
- Organizing open days
- Active membership in the student body

Service activities for community organizations:
- youth groups (Scouts, Leos, Interact etc.)
- Filming community events
- Working with Primary Schools
- Assisting at a Conference

Volunteer work at non-profit organizations in areas such as:
- Technology Support
- Culture
- Mentor programs
- Care of the environment
- Health
- Disability services