**REPORT FORMAT**

**TITLE (PLACEMENT SITE NAME)**

**VOLUNTEERS IN SERVICE PROGRAM (VIS)**

**VOLUNTEER WORK DEPLOYMENT REPORT**

**START DATE END DATE**

**ADDRESS OF PARTNER ORGANIZATION**

**WORKSITE PHOTOGRAPHS (must)**

Picture

Picture

Picture

**GROUP MEMBERS/ INDIVIDUAL NAME**

**WITH REGISTRATION NUMBERS**

**MONOGRAM OF UNIVERSITY AND NAME**

**Contents Required:**

|  |  |  |
| --- | --- | --- |
| 1 | Tables of contents | (1 page) |
| 2 | Introduction of the group/ individual | (Maximum 1 page) |
| 3 | Organizational profile | (Maximum 3 pages) |
| 4 | Over view | (Minimum 1 page) |
| 5 | Scope of VIS activities | (Minimum 1 page) |
| - | Introduction of VIS |  |
| 6 | Date/day wise activities | (individually, flexible length)) |
| 7 | Summing up | (Minimum 1 Page) |
| 8 | Lesson learnt | (Flexible) |
| 9 | Recommendations/ suggestions | (Optional) |
| 10 | View’s about organization | (Optional) |
| 11 | Working pictures | (optional) |
|  | Please attached the formats from page **A1** to **A4** as per Volunteer’s Handbook | |

**Guidelines for Report Writing**

1. **Tables of contents**

Tables of contents should include all the contents heads with page numbers.

1. **Introduction of the group/ individual**

The standard format for introduction of the individual is as per following.

* Name of the student
* Registration Number
* Course & Batch
* Contact number/ e-mail ID
* Mission of life

1. **Organizational profile**

* Short profile of the organization minimum 2 pages and maximum 4 pages.

1. **Over view**

* What he/she think about the VIS before starting

1. **Scope of VIS activities**

* Introduction of VIS program
* Focus areas

1. **Date/Day wise activities (individually)**

* Each student’s brief Day/ Date wise activities with their name

1. **Summing up**

* Short summary of whole activities (individually)

1. **Lesson learnt**

* What he/she has learnt through the activities
* What paradigm shift did they experience?

1. **Recommendations/ suggestions**

* Any recommendation or suggestions for the betterment of the organization/ deptt/ institution
* Any suggestion/ recommendation for VIS betterment

1. **View’s about Organization/ Deptt/ institution (optional)**

* What do you think about the organizations working/ activities and their impact for the community/ society?

1. **Working pictures (Must)**

* Volunteers working pictures should include the volunteers him/herself.

1. **Please attach the formats from page A1 to A4 as per Volunteer’s Handbook**

* Above mentioned formats should be completely filled before attaching

NOTE: Report should be submitted within 12 days after completion of the ViS activities in soft & hard copy. Failing to submit within the time frame will lead to “W” grade.

Email address for soft copy of report: [report.vis@ucp.edu.pk](mailto:report.vis@ucp.edu.pk)