



COMMUNITY SERVICES COMMITTEE [CSC]

POLICY DOCUMENT





Introduction

This policy outlines the procedures for planning, conducting, and evaluating community service activities under the supervision of the Community Services Committee (CSC) at King Khalid University College of Dentistry (KKUCOD). The goal of this policy is to ensure the smooth execution of community service activities that benefit both participants and the community.

Purpose

The following are the purpose of this policy:

- To achieve community service-related goals at both college and institutional level.
- To provide clear steps for organizing and implementing community service activities at KKUCOD, ensuring all activities are properly coordinated, documented, and evaluated.
- To recognize and reward the involvement of students and faculty members.

Roles and Responsibilities

The CSC is responsible for overseeing all community service activities at KKUCOD, ensuring the activities align with the mission and vision of the college.

Membership

The CSC is composed of the following dedicated faculty members:

- Chairman:** Dr. Ahmed AlBariqi
Members: Dr. Ali Yayha Al Saeed
Dr. Mohammed Fadul
Dr. Shreyas Tikare
Dr. Ghada Bahamdan
Dr. Thuraya Saleh

These members bring a wealth of expertise and experience to the committee, ensuring the effective planning, implementation, and evaluation of community service initiatives.

Contact Information

For inquiries or more information regarding community service activities, please contact the Community Services Committee (CSC) at:

Email: csc@kku.edu.sa





Functions of CSC:

- To *promote* oral health in the community, especially the underserved population by participating and involving in all community outreach programs.
- To *execute* any community services and related responsibilities devolved by the Dean, KKUCOD.
- To ensure the highest *quality* of educational and treatment programs to the public. The community services committee welcomes any kind of participation and appreciates sharing ideas that enhance the quality of the community services provided by KKUCOD.
- To provide *learning* opportunities for the students to work in various field settings outside KKUCOD clinics.
- To *encourage* faculty members to take part in community outreach programs and contribute to social welfare.
- To *meet* regularly to discuss updates with all ongoing activities and future plans.
- To *coordinate* with Internship Program Committee (IPC, KKUCOD) for assigning interns for various outreach programs.
- To make *recommendations* and/or *communicate* the needs and problems related to community services to the Dean, KKUCOD.
- To *maintain* records related to all community programs organized by KKUCOD.





Policy on Choosing Location and Type of Community Programs

1. Prior Approval and Alignment

- All community programs must receive prior approval from the Community Services Committee (CSC) before implementation.
- The CSC will assess the alignment of proposed programs with KKUCOD's strategic goals and the identified needs of the community.

2. Target Populations

- General population covering all sections of society
- Community programs should prioritize reaching out to underserved, underprivileged, and vulnerable populations.
- Target groups may include, but are not limited to:
 - School children
 - Prison inmates
 - Orphanages
 - Rehabilitation centres
 - Disabled children centres

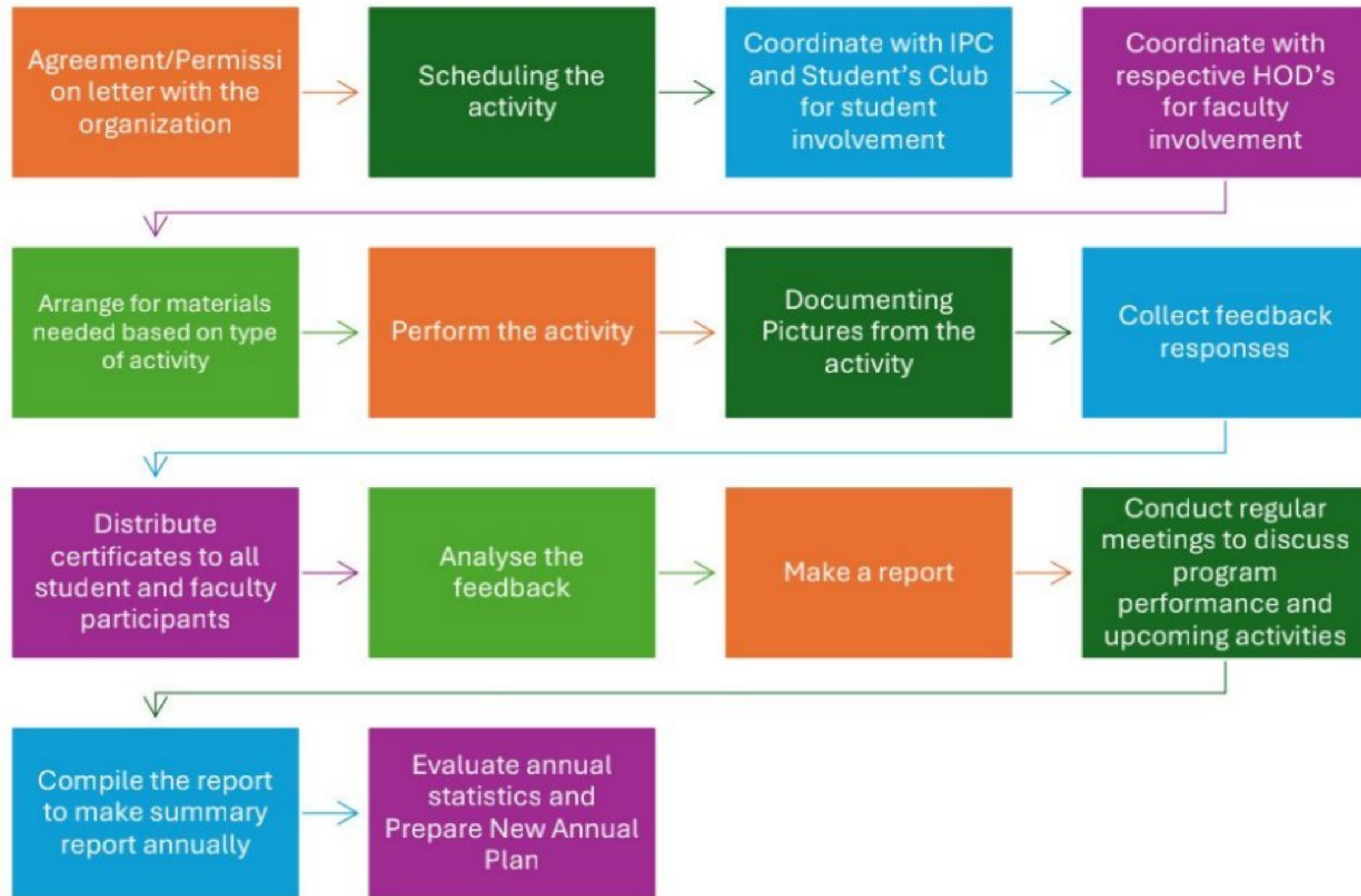
3. Program Planning and Location Selection

- Programs should be planned in advance to ensure effective implementation and resource allocation.
- When selecting locations, the CSC will consider factors such as:
 - Accessibility
 - Community need
 - Availability of resources
 - Potential impact
- A list of schools in Abha and Khamis will be maintained to avoid repetitive programs in the same institutions.
- The CSC may also consider partnerships with local organizations to identify additional potential locations and target groups.





Process involved in each community services activity



Step 1: Agreement/Permission Letter with the Organization

- Before initiating any community service activity, a formal agreement or permission letter must be obtained from the partnering organization.

Step 2: Scheduling the Activity

- The CSC, in consultation with the partnering organization, will determine the date, time, and location for the community service activity.
- The scheduled activity should allow adequate time for preparation and follow-up.

Step 3: Coordinate with Internship Program Committee (IPC) and Student's Club for Student Involvement

- The Chairman of the IPC and the Student's Club will be notified of the scheduled activity.
- A call for student participation will be made, including a formal announcement with registration details.





- Interested students will be asked to register through the national volunteer platform (<https://nvg.gov.sa/>).

Step 4: Coordinate with Respective HODs to Arrange for Interested Faculty List

- The CSC will reach out to the Heads of Departments (HODs) to request a list of faculty members interested in supervising or participating in the community service activity.
- Faculty participation is essential for supervising students and ensuring that professional and academic standards are upheld during the activity.

Step 5: Plan and Arrange for Materials Needed Based on Type of Activity

- Based on the nature of the activity, the necessary materials and resources will be planned and arranged ahead of time.
- This includes supplies for health services, promotional materials, educational tools, etc. The CSC is responsible for organizing these materials.

Step 6: Perform the Activity

- On the scheduled day, the community service activity will be conducted under the supervision of faculty members.
- All participants (students and faculty) will engage in the activity as planned.

Step 7: Document the activity

- During the activity, photographs must be taken for documentation purposes.

Step 8: Collect Feedback Responses

- After the activity, feedback will be collected from both participants and the partnering organization.
- A survey with predetermined questions will be used to gather data on the effectiveness, challenges, and overall experience of the activity.

Step 9: Distribute Certificates to All Student and Faculty Participants

- Following the completion of the activity, appreciation certificates will be distributed to all participants (students and faculty) as recognition for their contribution.
- Certificates will be issued based on attendance and active participation.

Step 10: Analyze the Feedback

- The feedback collected from participants and the partnering organization will be analyzed to assess the success of the activity and identify areas for improvement.
- The CSC will evaluate feedback on aspects such as logistics, student involvement, and overall impact on the community.





Step 11: Preparing a Report

- A detailed report of the community service activity will be compiled.
- The report will include an overview of the activity, a summary of feedback, photos, and an analysis of the outcomes.

Step 12: Conduct Regular Meetings to Discuss Program Performance and Upcoming Activities

- Regular meetings will be held by the CSC to discuss the performance of past activities and plan for upcoming community service initiatives.
- The meetings will serve as an opportunity to discuss issues, share insights, and collaborate on improvements for future events.

Step 13: Compile the Report to Make a Summary Report Annually

- At the end of the academic year, the CSC will compile a summary report of all community service activities undertaken.
- The summary report will include key achievements, challenges, and recommendations for the following year. This report will be shared with KKUCOD administration, faculty, and other stakeholders.





Policy on Student Participation in Community Service Activities

Registration Process

- Students who wish to participate in community service activities must register through the national volunteer platform.
- Students must create an account on the national volunteer platform (<https://nvg.gov.sa/>) to register for their desired activities using their credentials.
- The registration link for activities will be sent via the Chairman of the Internship Program Committee and the Student's Club.
- Student chooses an upcoming activity and confirms his/her participation.

Student Roles and Responsibilities in CSC Activities

All students participating in CSC activities are expected to adhere to the following guidelines:

1. **Punctuality:** Students must arrive at the designated location and time for the activity.
2. **Professional Attire:** Students should maintain a professional appearance by dressing appropriately for the occasion.
3. **Professional Conduct:** Students are expected to conduct themselves in a professional manner, demonstrating respect and courtesy towards all individuals involved in the activity, including participants and colleagues.
4. **Infection Control:** Students must strictly adhere to all infection control guidelines to ensure the safety.
5. **Task Completion:** Students must diligently carry out the duties and responsibilities assigned to them by the supervising faculty member.

Contact Information

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Faculty Participation in Community Service Activities

Registration Process

- Faculty who wishes to participate in community service activities must register through the national volunteer platform.
- Faculties must create an account on the national volunteer platform (<https://nvg.gov.sa/>) to register for their desired activities using their credentials.
- The registration link for activities will be sent via the Chairman of the Community Services Committee.
- The faculty then chooses an upcoming activity and confirms his/her participation.

Faculty Roles and Responsibilities in CSC Activities

- Faculty members are responsible for supervising student participants and ensuring their engagement in meaningful, impactful service.
- Record and report the information on student attendance, number of participants, services offered etc. to the CSC.

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Final Provisions

- The CSC reserves the right to modify or amend this policy as necessary to maintain alignment with KKUCOD's mission and national regulations related to community service.
- All community service activities conducted by KKUCOD must comply with local and national laws, regulations, and ethical guidelines.

This policy will be reviewed annually and updated as needed to ensure the continuous improvement and effectiveness of community service initiatives at KKUCOD.

