Champions’ Toolkit

7 Simple Steps to Organising a Community Activity

Step 1
- Form a committee among your Student/Alumni Group or Department.

Step 2
- Decide on a community activity that your group would like to champion on NUS Day of Service (DOS).
- Aspects to consider include the range of activities, programme and the number of participants to be involved.

Step 3
- Contact the relevant charities, institutions, homes or organisations to explore possible partnership or voluntary opportunity, or explore a suitable service site depending on the nature of your activity.

Step 4
- Once the activity is finalised, register your activity online at the DOS website nus.edu.sg/alumnet/DOS with a brief description of your community activity and contact information.
- You can choose to open your activity to the NUS community or limit to your own group. Participants (volunteers) will register online and DOS Committee will forward the registrants’ information to the respective champions.

Step 5
- Contact volunteers, ensure they register their participation online.
- Update participants on the activity and logistics details prior to the Day of Service.

Step 6
- Encourage the participants to interact not only with beneficiaries but also with one another, and take pictures and/or video of your volunteers hard at work!
- Send the photos/videos to Ms Josephine Chng at jochng@nus.edu.sg. NUS and NUS Office of Alumni Relations may use the submitted photos/videos for marketing and publicity purposes.

Step 7
- Celebrate the successful completion of the NUS Day of Service, knowing that we have made a difference in the community we live in!