# Report Format

Title (Placement Site Name)

Volunteers In Service Directorate (VIS)
Volunteer Service Placement Report

Start Date                    End Date

Address Of Partner Organization

Worksite Photographs (Must)

| Working Picture of Volunteer | Working Picture of Volunteer | Working Picture of Volunteer |
| :---: | :---: | :---: |

Group Members/Individual Name
With Registration Numbers



Capital University of Science and Technology, Islamabad

**Contents Required:**

i.    Tables of contents (1 page)
ii.   Introduction of the group/ individual (Maximum  1 page)
iii.  Organizational profile (Maximum 3 pages)
iv.   Overview (Minimum 1 page)
v.    Scope of VIS activities (Minimum 1 page)
vi.   Date/day wise activities  (individually, flexible length))
vii.  Summing up (Individually, Minimum 1 Page)
viii.  Lessons learnt (Flexible)
ix.   Recommendations/ suggestions  (Optional)
x.    Views about organization (Optional)
xi.   Working pictures (Must)

Please attached the formats from page A1 to A3

# Guidelines for Report Writing

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

## 2 - Introduction of the group/ individual
The standard format for introduction of the individual is as per following.
i.    Name of the student
ii.   Registration Number
iii.  Course & Batch
iv.   Contact number/ e-mail ID
v.    Mission in life

## 3 - Organizational profile
i.    Short profile of the organization minimum 2 pages and maximum 4 pages.

## 4 - Overview
i.    What he/she thinks about the VIS before starting

## 5 - Scope of VIS activities
i.    Introduction of VIS program
ii.   Focus areas

## 6 - Date/day wise activities (individually)
i.    Each student's brief Day/date wise activities with their name (at least 3-4 line per day)

## 7 - Summing up (Individually)
i.    Short summary of whole activities

## 8 - Lessons learnt

i.     What he/she has learnt through the activities
ii.    What paradigm shift did they experience?

## 9 - Recommendations/suggestions

i.     Any recommendation or suggestions for the betterment of the organization/dept./ institution
ii.    Any suggestion/ recommendation for VIS betterment

## 10 - Views about organization/dept./institution (optional)

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

## 11 - Working pictures (Must)

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

## 12 - Forms from Page A1 to A3

i.     Above mentioned forms 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@cust.edu.pk

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