

TEACHFOR INDONESIA

POWERED BY BINA NUSANTARA

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For campus:

BINUS @Kemanggisan.

BINUS @Alam Sutera.

BINUS @Senayan.

BINUS @Bekasi.

BINUS @Bandung.

BINUS @Malang.

BINUS @ Semarang

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List of Contact and PIC

Activity	Action	Email contact of area campus
<p>Guide and consultation for self/ group</p> <p>Community Service Hour activities</p> <p>Student Organization P2M Consultation</p> <p>Character Building course project guidance and consultation</p>	<p>Online consultation by email</p>	<p>Website : student.binus.ac.id</p> <p>Pengajuan: https://tfi.apps.binus.ac.id/login</p> <p>BINUS @Kemanggisan: sso.kemanggisan@binus.edu</p> <p>BINUS @Alam Sutera: sso.alamsutera@binus.edu</p> <p>BINUS @Senayan : sso.senayan@binus.edu</p> <p>BINUS @Bekasi : sso.bekasi@binus.edu</p> <p>BINUS @Bandung: tfi.bandung@binus.edu</p> <p>BINUS @Malang: tfi.malang@binus.edu</p> <p>BINUS @ Semarang studentaffairs.smg@binus.edu</p>

Digital Content Video (5 - 10 Community Service Hours)

Terms and conditions:

1. Activities can be carried out individually or in groups (max. 3 people), with a limit of 2x activities for each student
2. The theme of the digital content video (please choose one):
 - *Education,*
 - *Health,*
 - *Well Being, and*
 - *Environment.*
3. Students send a Proposal Activity Letter which can be downloaded at <https://student.binus.ac.id> -> home -> Community Service-> community service guide -> ***Mechanism for fulfilling Community Service Hours***
4. Sending a Proposal Activity Letter, storyboard and PPT to the PIC according to the campus area:
 - Kemanggisan : sso.kemanggisan@binus.edu
 - Alam Sutera : sso.alamsutera@binus.edu
 - Bekasi : sso.bekasi@binus.edu
 - Senayan : sso.senayan@binus.edu
 - Malang : tfi.malang@binus.edu
 - Bandung : tfi.bandung@binus.edu
 - Semarang : studentaffairs.smg@binus.edu
5. After the storyboard and PPT are approved, the digital content video must be completed within a maximum of 2 weeks,
6. Sending the Gdrive/onedrive link via email to the PIC according to the information above (please make sure the link is already set to open public),
7. Digital content video duration between 10 – 20 minutes,
8. Digital content video must be a learning video,
9. Digital content video must meet the requirements below:
 - TFI Logo at the beginning of digital content video [LOGO TFI](#),
 - Introduce yourself with your full name, students ID and your major after the TFI logo,
 - Each student/group can create 2 digital video content with 2 different themes,
 - Students are required to wear a BINUS alma mater jacket,
 - Does not contain SARA,
 - Digital content video must be original, not edited from existing digital content, and
 - Attach the reference at the end of the video.

Activity Submission Letter

Approval **:

Revision Deadline **:

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Appendix:

i declare that:

1. is the result of an original work, not the result of editing from existing digital video
2. Do not contain SARA.



Appendix of storyboard

Title of Digital Content Video:

Learning objective of Digital Content Video:

Duration	Duration	Duration	Duration
=====	=====	=====	=====
Duration	Duration	Duration	Duration
=====	=====	=====	=====

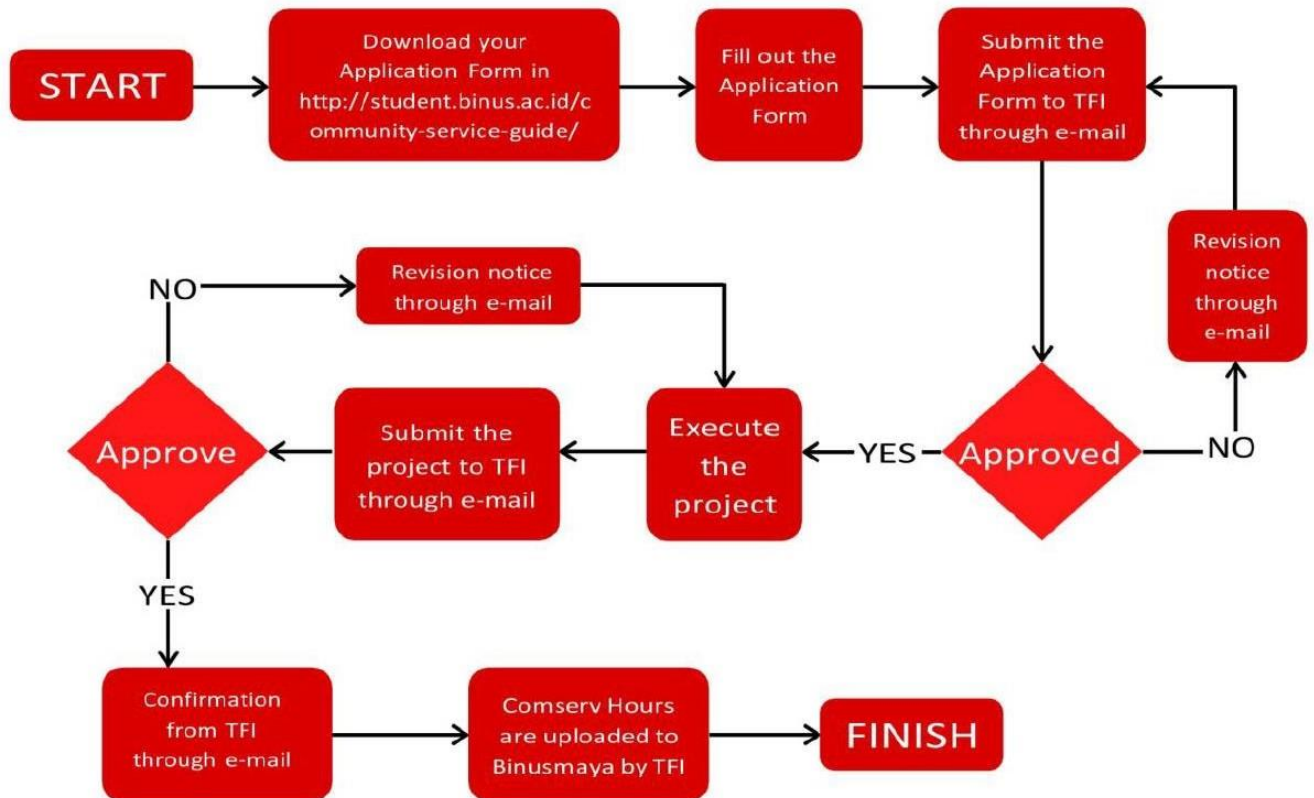
“Can add scenes as necessary”

***Notes:**

The attached PPT must have:

- Topics
- Identity
- Learning outcomes
- Content
- Conclusion
- Closing
- Source

Submission scheme of a digital content video:



Making a Hand wash/ sink (5 Community service hours)

1. Make a proposal activity letter containing the name of the member, the location of the activity and the initial photo at the time of the survey. Activities can be done in groups (max. 3 people),
2. The place of activity is a public facility or facility that needs it,
3. To make a sink, students/groups are allowed to cooperate with experts, but in the process, students still have to be involved in helping to make the sink (as stated with photo evidence),
4. Make a final report with this template:
 - Preface
 - Background (goals)
 - Activity location information
 - Cost details
 - Handover letter issued by the person in charge of the location/institution (stamped)
 - Documentation of activities (before/after and during activities)
5. Each student can only do **one** project for Making Hand Washers / Sinks.

Making Biopore holes(5 Community service hours)

1. Make a proposal activity letter containing the name of the member, the location of the activity and the initial photo at the time of the survey. Activities can be done in groups (max. 3 people),
2. The activity area is a public facility (for example, city parks/school yards in need) not allowed to plant in private yards,
3. For making biopore holes, groups are required to cooperate/involve the community (gardeners/ park rangers/ local RT/RW, etc.) stated with photo evidence;
4. Make 5 Biopore Holes,
5. **Please pay attention to the security factor, by asking the person in charge of the location, the condition of the location, whether the area has electricity, gas pipes, drinking water lines, etc,**
6. Make a final report with this template:
 - Preface
 - Background (goals)
 - Activity location information
 - Cost details
 - Handover letter issued by the person in charge of the location/institution (stamped)
 - Documentation of activities (before/after and during activities)
7. Each student can only do **one** project for Making biopore holes.
8. Guidelines for making Biopori holes can be accessed at:
https://issuu.com/dkv.sod.binus/docs/buku_panduan_biopori_w_logo/1

Plant a Tree (5 Community service hours)

1. Make a proposal activity letter containing the name of the member, the location of the activity and the initial photo at the time of the survey. Activities can be done in groups (max. 3 people),
2. The activity area is a public facility (for example, city parks/school yards in need) not allowed to plant in private yards,
3. For making biopore holes, groups are required to cooperate/involve the community (gardeners/ park rangers/ local RT/RW, etc.) stated with photo evidence,
- 4. Planted 5 tree seedlings (for tree species, please confirm with the person in charge of the location),**
- 5. Please pay attention to the security factor, by asking the person in charge of the location, the condition of the location, whether the area has electricity, gas pipes, drinking water lines, etc.,**
6. Make a final report with this template:
 - Preface
 - Background (goals)
 - Activity location information
 - Cost details
 - Handover letter issued by the person in charge of the location/institution (stamped)
 - Documentation of activities (before/after and during activities)
7. Each student can only do **one** project for Plant a tree.

*Notes:

TYPES OF TREES ALLOWED TO BE PLANTED:

(Cambium Tree)

TYPES OF TREES NOT ALLOWED TO BE PLANTED:

“ALL TYPES OF VEGETABLE TREES, FLOWERS AND MEDICINE.

Propose Independent Social Activities

1. Students can propose independent social activities that are carried out individually and/or in groups and/or take part in social activities outside the campus,
2. The proposed activity must not be in the form of cleaning, donation, or paid activities (for example, teaching in a tutoring place),
3. Make a proposal that contains:
 - Preface
 - Background
 - Activity location information, date of the activity
 - List of members
 - Details of activities
 - Cost details
4. Submit a proposal to TFI via TFI email according to the campus area,
5. Proposals submitted must be approved by TFI,
6. Implementation of activities,
7. Make a final report with this template:
 - Foreword
 - Activity Background (intentions and goals)
 - Activity location information
 - Details of activities that have been carried out
 - Activity documentation
 - Certificate from the organizer/person in charge of the activity location
 - Cost details (If any)
8. All activities that are more than 6 months after completion cannot be reported and accepted.