

**TEACH FOR
INDONESIA**
POWERED BY BINA NUSANTARA

**Panduan *Community Services* (ComServ)/
Community Services (ComServ) Guidelines**

Berlaku mulai Februari 2025/ *Applicable from February 2025*

**Universitas Bina Nusantara (BINUS)/
*Bina Nusantara University (BINUS)***

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A. Teach For Indonesia

Teach For Indonesia (TFI) is a Community Development Center focusing on learning aspects through a community development approach. TFI's main goal is to empower communities to be self-reliant and improve the quality of life of individuals, groups, and society.

As part of the implementation of community development programs, TFI directs its activities on four main pillars, namely:

1. Education;
2. Environment;
3. Health; and
4. Welfare.

In implementing its programs, TFI is guided by the principles of Sustainable Development Goals (SDGs). The programs have the following characteristics:

1. Volunteer-based.
2. Sustainable to ensure long-term impact.
3. Based on the concept of community development.
4. Transparent in implementation and reporting.

Through this approach, TFI becomes a platform for the BINUS University academic community and actively contributes to improving social welfare.

B. Community Services

Community Services (ComServ) is a non-academic social activity that involves BINUSIANS to actively contribute to fostering and empowering the community. Through this program, BINUSIANS are invited to embody the values of social care by creating positive and sustainable changes in society.

ComServ activities can be carried out in collaboration with various parties, including:

1. Teach For Indonesia (TFI),
2. Student Support Office (SSO),
3. Lecturer,
4. Center/Unit,
5. Student Organization (OK),
6. Independent initiative,
7. Government organization,
8. Non-governmental organizations, and
9. Schools or other institutions.

The main objective of this program is to provide a real impact (impactful) that can improve the quality of life of the community or society served.

The main target of Community Services activities is the general public (non-BINUSIAN). Therefore, programs designed with BINUS or BINUSIAN students as the main participants (Binusian Active/Inactive Students, Alumni, Binusian Parents) are not included in the Community Services category. This focus aims to ensure that ComServ activities contribute directly to the development of outside communities in need.

Activities that are not recognized as Community Service at BINUS University. The following are the types of activities that are not recognized as Community Services at BINUS University:

1. Fundraising without Additional Activities

Fundraising activities that are not accompanied by additional activities, such as education, socialization, or training to beneficiaries, cannot be recognized as Community Services.

2. Free Food Distribution without additional activities

Free food distribution that is carried out without additional activities that support community development, such as nutritionist educator programs or health programs, does not meet the criteria for Community Services.

3. Donation in the Form of Money, Blood Donation, or Goods

Donation activities that are only in the form of giving money, blood donations, or goods without any direct interaction or community empowerment activities cannot be considered as Community Services.

4. Activities with Beneficiaries Requested to Pay

Activities that ask beneficiaries to pay in any form, either directly or indirectly, do not meet the basic principles of Community Services and cannot be recognized.

C. Impactful dan Not Impactful

1. *Impactful*

Impactful programs or activities are those that can present real impact and bring positive changes to the measured outcomes. To ensure its success, this approach is carried out through systematic, data-driven steps in both educational and non-educational programs. Impactful Program Evaluation Steps

a. For Educational Programs (Training/Workshop/Socialization):

1) Using Pre-Test and Post-Test:

- a) Pre-Test:** Conducted before the program starts to measure participants' initial level of knowledge, understanding, or skills.

- b) Post-Test: Conducted after the program is completed to evaluate the improvement of participants' understanding or skills.
- c) Main Objective: Comparing Pre-Test and Post-Test results to identify changes that have occurred.
- d) Assessment Criteria: A minimum of 60% of participants must achieve a score of ≥ 70 in the Post-Test for the program to be considered to have had a significant impact.

2) Example

A digital literacy training with a Pre-Test and Post-Test showed that 70% of participants achieved a score of ≥ 70 in the Post-Test, signaling an increase in their understanding of digital safety.

b. For Non-Educational Programs (Physical Projects/Products/Tree Planting/ Biopore Hole/Sink-Making):

1) Using Before and After Documentation:

Before Documentation:

- a) Take photos or videos of the initial site conditions or community situation before the program starts.
- b) Aims to record problems or initial conditions that become the focus of the program.

2) After Documentation:

- a) Take photos or videos of the same location or situation that has been improved after the program is completed.
- b) Aims to show the real changes brought about by the program.

Impactful programs or activities are those that are able to show real impact and bring positive changes to the measured outcomes. To ensure its success, this approach is carried out through systematic, data-driven steps, both in educational and non-educational programs.

2. **Not Impactful**

Programs or activities that do not demonstrate significant impact or expected change can be categorized as Not Impactful. This happens if:

- a. No appropriate Pre-Test and Post-Test were conducted, or
- b. Less than 60% of participants achieve a score of ≥ 70 in the final evaluation, and/or
- c. There is no adequate “before and after” documentation.

The absence of a formal evaluation or lack of evidence of real change makes the program deemed less effective or not having the desired impact.

Characteristics of Not Impactful Programs

- a. No Formal Evaluation: Does not include an appropriate Pre-Test and Post-Test to measure program impact.
- b. Results Not on Target: Less than 60% of program participants scored ≥ 70 on the Post-Test.
- c. Less Significant Impact: No strong evidence or documentation is showing positive changes from the program.

Example of Educational Activity (Not Impactful)

Basic financial literacy training for village communities without using Pre-Test and Post-Test.

Reasons for Not Impactful:

- a. There is no formal evaluation to measure participants' level of understanding before and after the training.
- b. Feedback was in the form of verbal comments with no evidence of increased knowledge or skills.
- c. no data shows significant changes in participants' ability to manage finances.

Examples of Non-Educational Activities (Not Impactful)

Tree planting activity in a vacant lot without documentation of the beginning and end.

Reasons for being rated Not Impactful:

- a. no photos or videos show the condition of the land before planting.
- b. There is no visual evidence of the number of trees successfully planted or their progress after the program is completed.
- c. There is no follow-up plan to ensure the planted trees can survive and provide sustainable environmental impact.

D. Types of Community Service Programs

Community Services activities consist of:

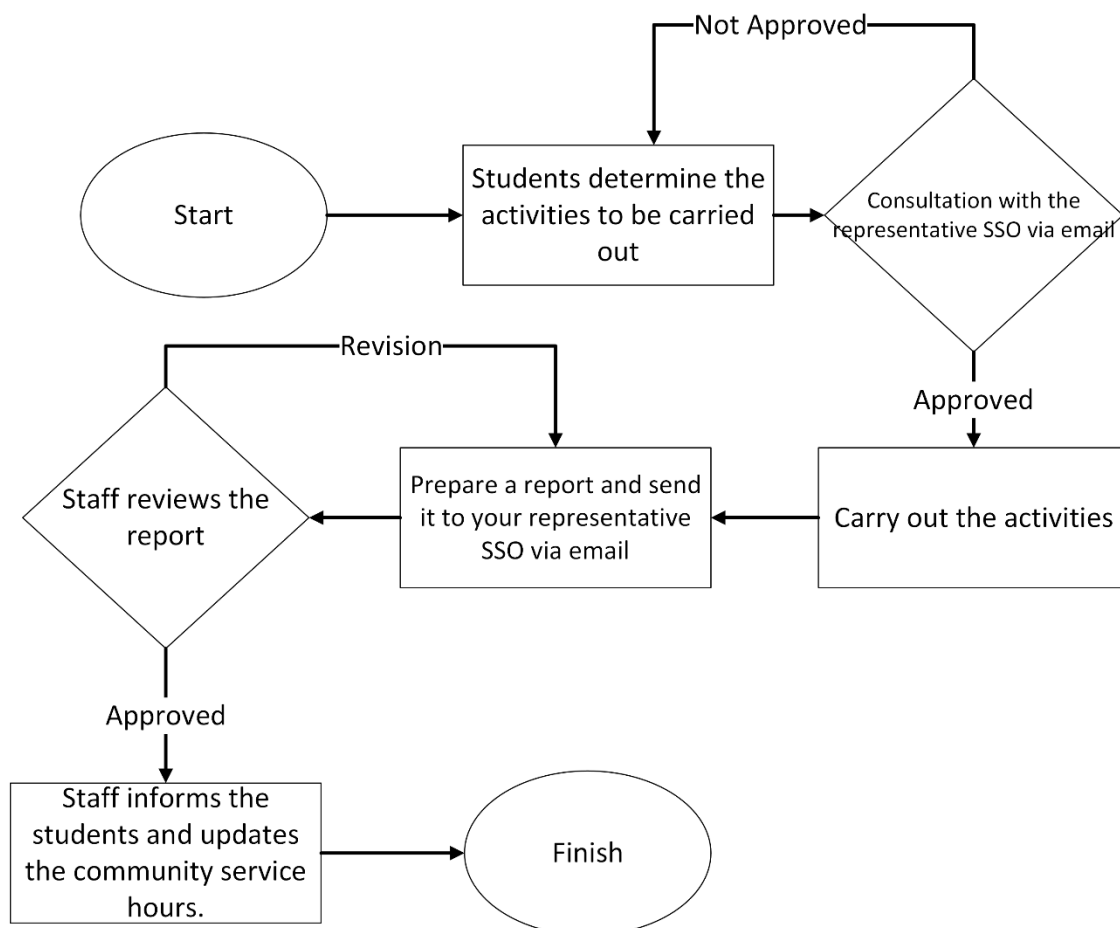
1. Social Activities

Social activities are activities carried out collectively by individuals or groups in order to provide benefits to the community in the surrounding environment. These activities aim to improve social welfare, build solidarity, and encourage community participation. Examples of social activities include: Blood Donation, Community Service, Waste Sorting, Facility Painting, Library Revitalization,

Terms and Conditions

Activity Objectives:

- a. Activity Target
 - 1) The main target is the general public (non-BINUSIAN)/ (Binusian is Active/Inactive Students, Alumni, Parents of Binusian).
 - 2) Participants are not allowed to pay a fee to participate in the activity.
- b. Activity Implementation:
 - 1) Activities can be initiated by BINUS internal or external parties.
 - 2) Activities are not required to be sustainable, but can still be planned to continue if possible.
- c. Consultation and Reporting Process:
 - 1) Before carrying out the activity, students need to consult via email to the Student Support Office (SSO) on each campus.
 - 2) After the activity is completed, students are required to report the results of the activity via email to the same SSO.



Picture 2. Social Activities Flow

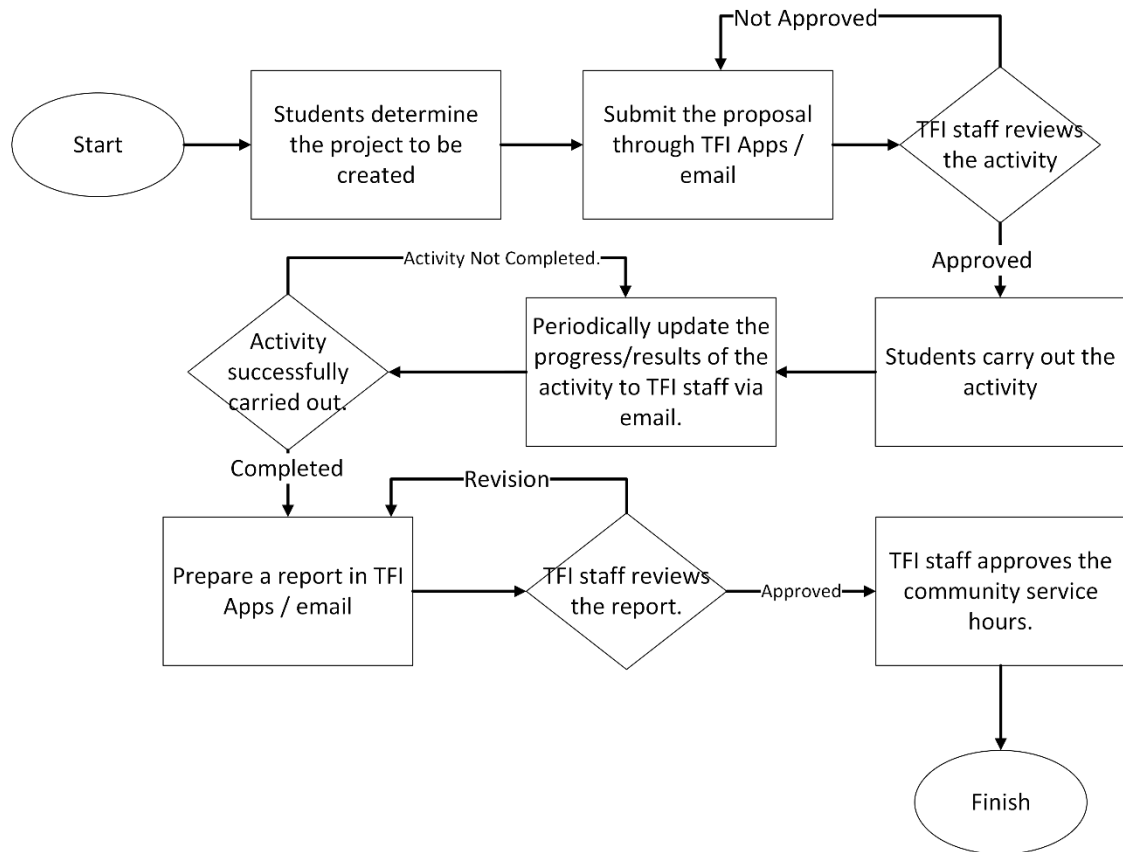
2. Community Project

A Community Project is a project designed and implemented by a group of students together with certain communities or institutions. This project aims to improve the quality of life of the community or society by creating products or services that are useful and can be used directly by the community.

Community Project activities cover various fields, such as education, health, environment, welfare, and others. Examples of implementation include creating websites for communities or MSMEs, waste management with the principles of reducing, reusing, recycling, making appropriate products or technology, mentoring MSMEs, and stunting prevention programs. With these various forms and focuses, the Community Project has a real impact and is relevant to the needs of the community.

Terms and Conditions:

- a. Target is the general public / Non-Binusian (Binusian is Active Students / Inactive Students, Alumni, Binusian Parents)
- b. Target participants are not allowed to pay fees to participate in activities
- c. Organizers and Volunteers are active BINUS students
- d. Can be done in groups, consisting of the same department or across departments
- e. The maximum number of core project members (committee) of the group is;
 - a. Local: maximum 20 committee members
 - b. National: maximum 30 committee members
 - c. International: maximum 50 committee members
- f. Before carrying out the project, students must submit an activity proposal, and get approval through email/ TFI Apps (Social Innovation Project).
- g. The core members of the project can collaborate with students from other universities as volunteers or committees in the implementation of the project.
- h. The project duration is at least 1 month in the same community
- i. The final result of the project is proven by making a community project report collected through email/ TFI Apps.



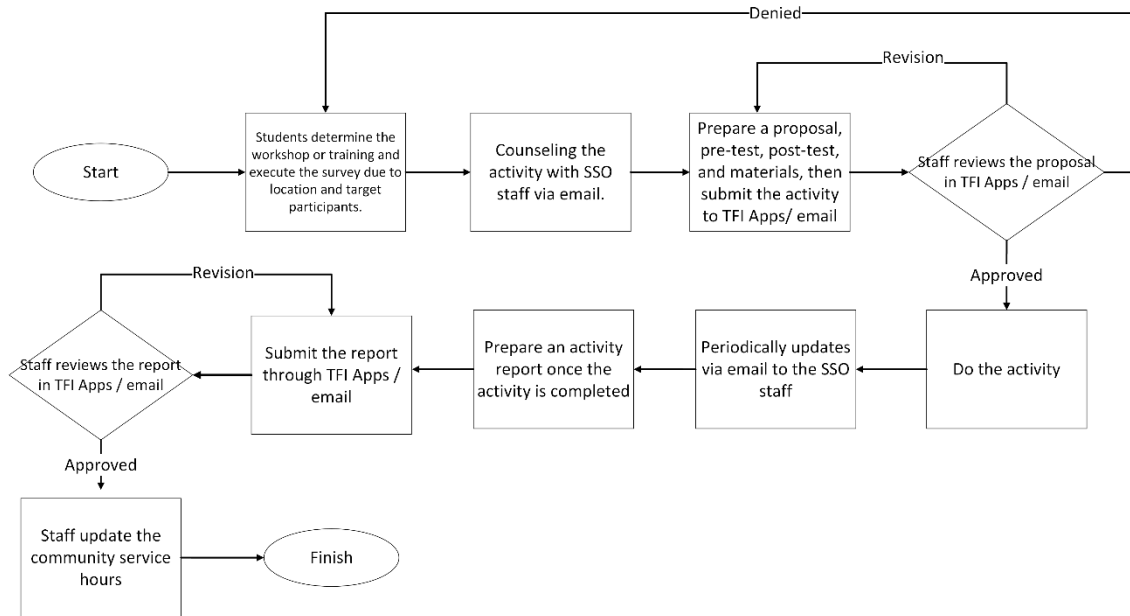
Picture 3. Community Project Flow

3. Training/Workshop

Training is a systematic and organized process with the aim of training, developing, and improving the knowledge/ skills of beneficiaries. Examples of training / workshop: Ms. Office training, language training, public speaking training, cooking workshop, photography and design workshop, soap-making workshop from second used cooking oil, business canvas workshop, etc.

Terms and Conditions:

- a. The target is general-public / Non- Binusian (Binusian is Active Student / Inactive Student, Alumni, Parents of Binusian)
- b. Target participants are not allowed to pay a fee to participate in the activity
- c. The committee and volunteer are active BINUS students
- d. The group can consist of the same department or across department
- e. The maximum number of core member of the project group is:
 - Local : Maximum 20 Committee members
 - National : Maximum 30 Committee members
 - International : Maximum 50 Committee members
- f. The project can engage with lecture from same department or across department
- g. Minimum 1 meeting with 60 minutes per meeting
- h. Committee should create Pre-test before activity and post-test after activity.
- i. Before implementing the project, students must submit an activity proposal and get approval through email/ TFI Apps (Sosial Innovation Project)
- j. The result of the project is proven by making a community project report that is collected through email/ TFI Apps.



Picture 4. Workshop and Training Flow

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4. Socialization and Real Action

Socialization and Real Action are activities carried out directly by students to have a positive impact and change for the community and society. These two activities are interrelated and cannot be separated. Examples of socialization and real action activities:

a. Tree Planting

- 1) Socialization: Training on the importance of reforestation to reduce the risk of natural disasters such as landslides and floods, while improving air quality.
- 2) Real Action: Planting tree seedlings such as fruit trees or shade trees in strategic locations such as vacant land or roadsides. (personal financing)

Example:

Socialization: organize a **Social Media Campaign** through Instagram or TikTok in which form of photo posts, videos, or reels that educate about the importance of tree planting. Students can be creative in creating interesting and informative captions and using hashtags **#TeachForIndonesia #FosteringandEmpowering #BinusianCommunityService**.

Real Action: Planting five (5) **hard-trunked tree seedlings (minimum)** (such as mango, avocado, jackfruit, or Tabebuaya). Location can be in city parks, schools, foundations, or public places as a greening and environmental conservation effort.

b. Biopore Holes

- 1) Socialization: Providing an understanding of the benefits of biopores to reduce waterlogging, increase groundwater infiltration, and manage organic waste.
- 2) Real Action: Involve the community in making Biopore Holes in public yards, public areas, or agricultural land.

Example:

Socialization: Organize a **Social Media Campaign** through Instagram or TikTok in which form of photo posts, video, or reels that educate about the importance of Biopore. Students can be creative in creating interesting and informative captions and using hashtags **#TeachForIndonesia #FosteringandEmpowering #BinusianCommunityService**.

Real Action: Planting five (5) Biopore-holes (minimum) in city parks, schools, foundations, or public places as an effort to increase water infiltration and manage organic waste sustainability.

c. Sink Construction / Handwashing Station

- 1) Socialization: Educate about the importance of hygiene to prevent the spread of disease, improve hygiene, reduce the risk of gastrointestinal and respiratory infections, promote healthy lifestyles, and health awareness in public places.

- 2) Real action: construct simple sinks or handwashing stations in strategic locations, such as schools, markets, or public facilities. (private financing).

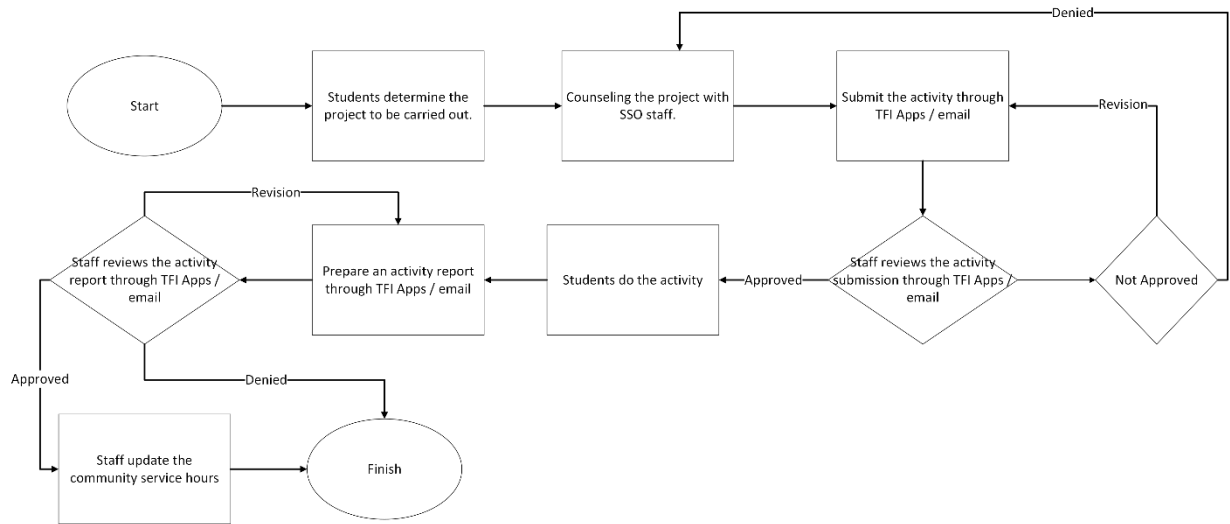
Example:

Socialization: Organize a **Social Media Campaign** through Instagram or TikTok which forms of photo posts, videos, or reels that educate about the importance of hygiene and washing hands. Students can be creative in creating interesting and informative captions and using hashtags **#TeachForIndonesia #FosteringandEmpowering #BinusianCommunityService**.

Real Actions: Construct at least one (1) sink or hand washing station in parks, schools, foundations, or public places that have the potential to improve hygiene, support a healthy lifestyle, and prevent the spread of diseases caused by bacteria and viruses.

Terms and Conditions:

- a. Create and submit an activity application containing the names of members, location of activities, and initial photos during the location survey through email/ TFI Apps (Social Innovation Project).
- b. Activities can be carried out in groups (3 person – maximum).
- c. The place of activity is a public facility or a place that needs the facility.
- d. MUST cooperate with the community, such as gardeners, the guard, the local Community unit, or other parties as evidenced by documentation form of photos.
- e. PAY ATTENTION TO SAFETY FACTORS. Please discuss with the person in charge of the locations regarding the conditions of electricity networks, gas pipes, and drinking water lines.
- f. Make a final report through email/ TFI Apps (Social Innovation Project).
- g. Each student only works on 1 exemplary activity while being a student of Bina Nusantara University.
- h. The deadline for implementing the activity is two weeks after submission is approved through email/ TFI Apps.



Picture 5. Socialization and Real Action

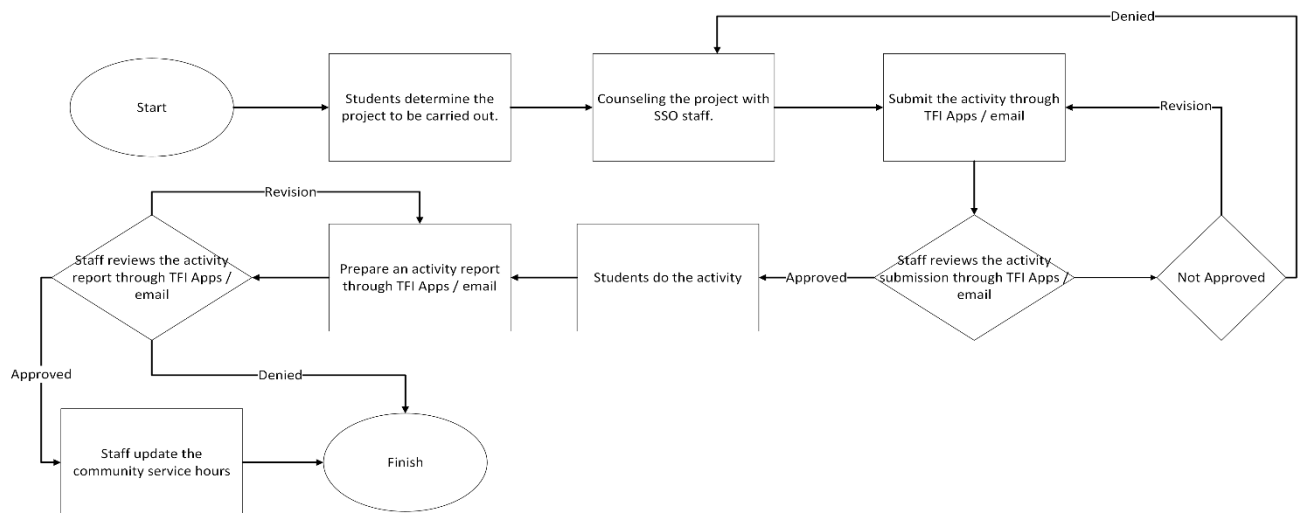
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5. Video Based Learning

The video is intended for students (elementary, junior high, and high school) and the public. Based Learning video materials include subjects, hobbies and abilities, or general information. Examples of activities: a video “Getting to Know the Solar System”, “Learning to make Pizza”, “Danger of Gerd Disease in Adolescence”, and others.

Terms and Conditions

- a. The activities can be carried out individually or in groups (max. 3 people) with a maximum limit of 2 based learning videos for each student
- b. *based learning video* is formal education (elementary, junior high, high school level) and non-formal (hobby, general science, etc)
- c. Submit the activities through TFI Apps (*Social Innovation Project*),
- d. The deadline for creating Based Learning Video is maximum 3 weeks after approval on TFI Apps
- e. Submit the video in Gdrive form through TFI Apps
- f. Length of durations around 5 – 10 minutes
- g. The video must fulfill the following requirements:
 - 1) TFI’s logo at the beginning of the video, please click the link ([Logo TFI](#)),
 - 2) Introducing yourself with your full name, Binusian ID, and department after the logo
 - 3) Each of the students or groups create a maximum 2 videos with 2 different themes while being a Bina Nusantara University Student,
 - 4) Students are required to wear a Binus alma mater,
 - 5) The video does NOT have elements of Ethnicity, Religion, Race, Intergroup, and Politics.
 - 6) The original Digital content is not the result of editing the digital content that already existed
 - 7) Make sure to input credible content at the end of the video, following APA Style.
 - 8) The video is created without the help of others either the process of editing. If it's proven to have committed a foul, the applicable will be imposed in accordance to [PTTAK](#).
- f. The deadline of implementing activities is 2 weeks after the activity submission is approved through TFI Apps.



Picture 6. Video Based Learning Flow

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6. Massive Open Online Course (MOOC)

MOOC (Massive Open Online Courses) is remote learning that offers open access through the internet for free. MOOC becomes a learning tool accessed by anyone, anytime, and anywhere.

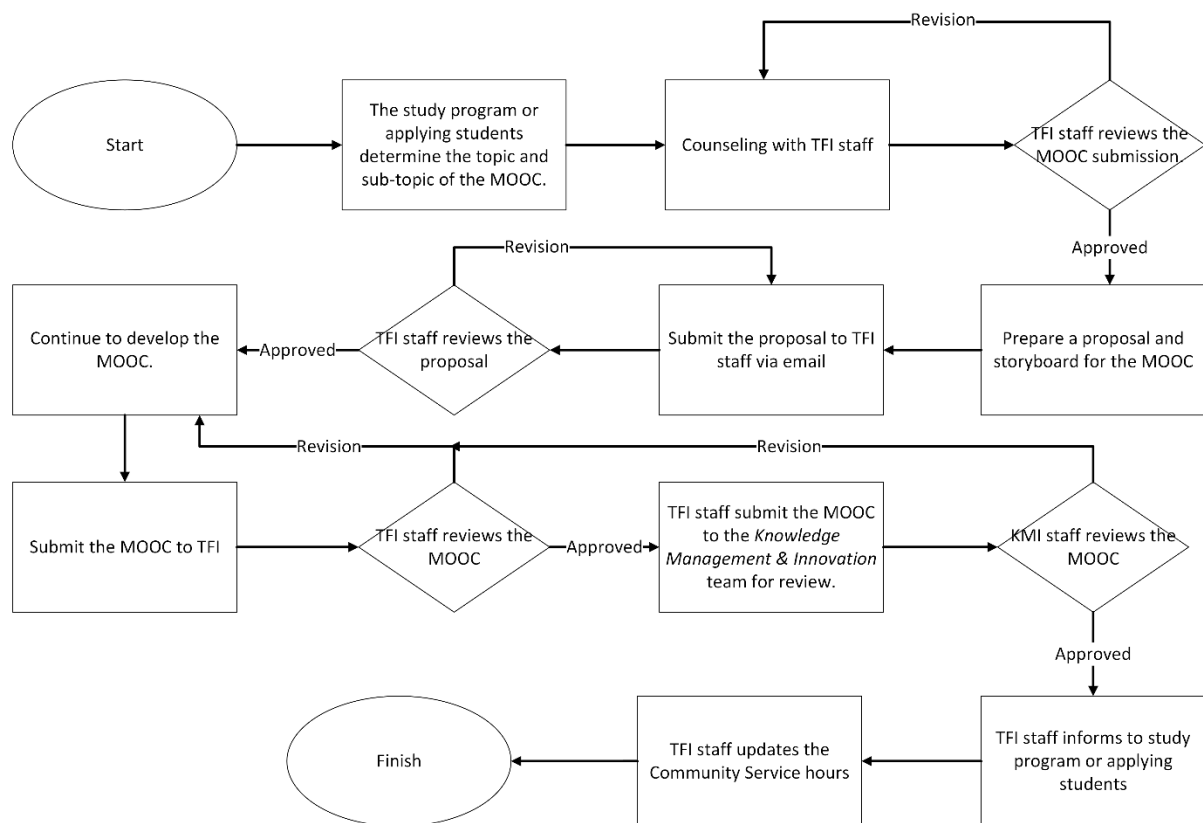
Example: [The Secret of Building Startups in the Digital Age - Part 2](#)

Terms and Conditions

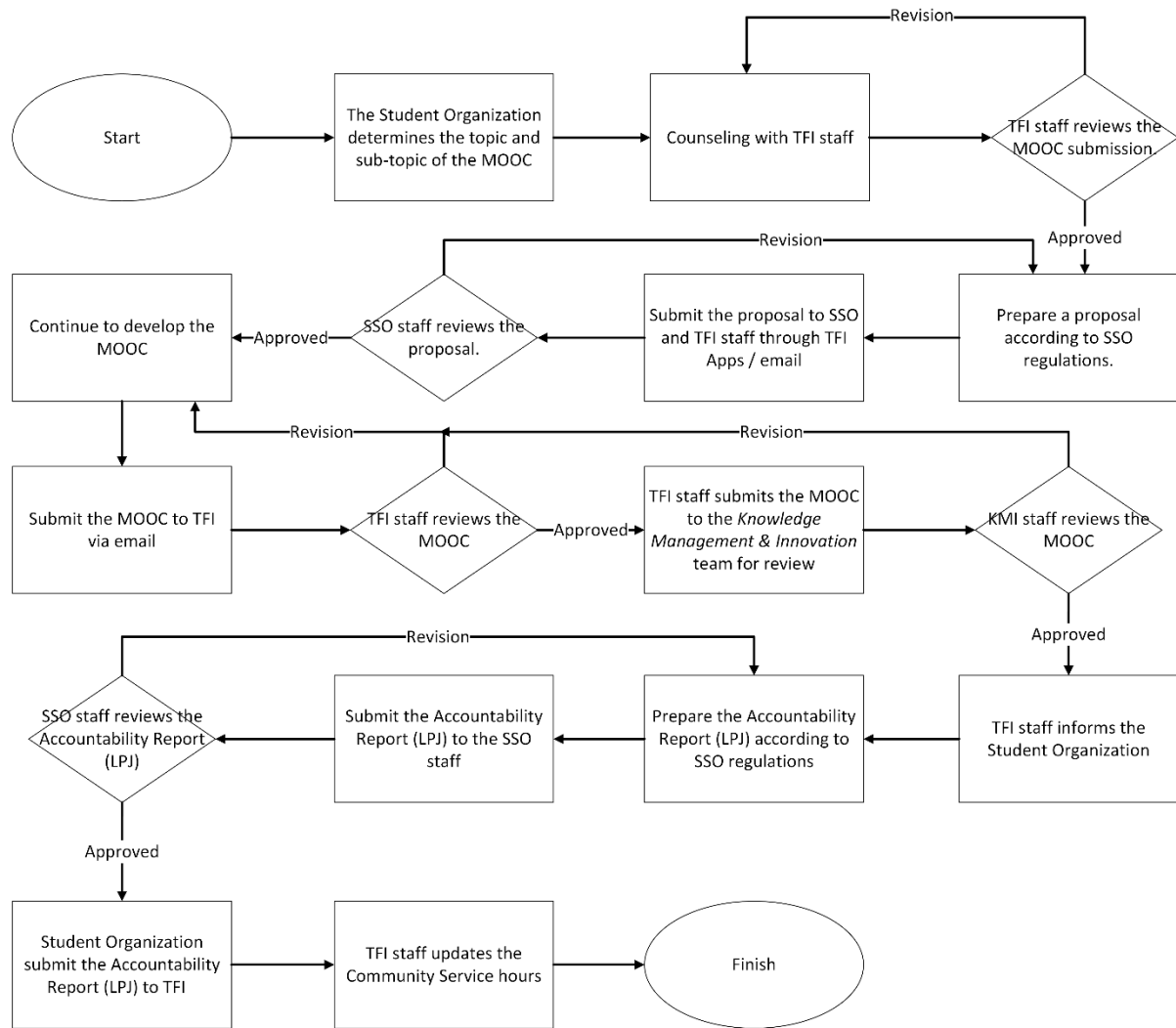
The components required in creating one course MOOC are described as follows:

- a. One course MOOC includes:
 - 1) 1-2 authors,
 - 2) Number of modules according to the agreed curriculum.
 - 3) MOOC description (contains 1 paragraph in the form of material to be delivered, learning objectives and expected results, and details of modules and sections with a minimum of 200 words),
 - 4) The pictures of the icon
 - 5) Several Similar/Uniform modules are grouped into one section.
- b. Each meeting module includes some digital content:
 - 1) At least 1 video (mp4) with a minimum duration of about 5 – 10 minutes
 - 2) One lecture note (contains the explanation of the material, as well as several examples of questions and the stages of answering them)
 - 3) At least 2 multiple selected questions, more than 2 multiple-selected questions are recommended per module
 - 4) One supporting slide (PPT/PPTX) – optional.
 - 5) Possible to add audio, animation, translation, text-script (optional)
- c. Each section includes:
 - 1) At least 2 module meetings with similar science groups.
 - 2) Multiple-choice questions that cover all modules in one section will be displayed at the end of the sections.

The complete guideline can be accessed at: [Panduan MOOC](#)



Picture 7. MOOC for Study program / students



Picture 8. MOOC for Student Organization

7. Virtual Volunteer

Community/NGO Virtual Volunteer is a volunteer activity carried out online by individuals or groups to support various social, educational, environmental, or humanitarian initiatives run by communities or non-governmental organizations (NGOs). In this case, volunteers play an active role in making virtual contributions, for example, programs:

- a. Digital Campaign: Create and manage online campaigns to raise awareness of a particular issue or encourage social action.

Terms and Conditions

- Campaign can be initiated by BINUS University or external parties.
 - Campaign contains social issues and does not offend ethnicity, religion, race, intergroup, and politics.
 - Campaign can be conducted online and offline.
 - Campaign can be recognized as long as students are registered as active students of BINUS University when the campaign activities are carried out by students.
 - The deadline for activities is 2 weeks after the submissions of activities through TFI App get approval.
 - Campaign activities are proven through reports, documentation, and letters or certificates of participants given to volunteers by the organizer.
 - Each student can only participate in or organize 1 social campaign project during their time as a BINUS University Student.
- b. Book Translation: Providing translations into various languages to expand the reach of education and literacy.

Terms & Conditions

- Book Translations can be done if there is a request from an external party (institution, NGO, Foundation or school)
- Request for translation is proven by a request letter, proposal, or volunteer recruitment brochure.
- The translated book has a minimum of 10 pages.
- Book translation activities are recognized as long as the students is registered as an active students of BINUS University when the translation activity is carried out.
- The deadline is 2 weeks after submission of the activity through TFI App which has been approved.

- The activities are proven by reports, documentation, the book that has been translated, and the certificate of complete activities.
- c. Video Translation: Translating video content into various languages to enhance the accessibility of information and insights.

Terms and Conditions

- Video Translation can be done if there is a request from external parties (institutions, NGOs, Foundations, or Schools).
 - Translation request is evidenced by a letter of request, proposal, or volunteer recruitment brochure.
 - The video has a minimum duration of 5 minutes.
 - The video translation activity is recognized as long as the students are registered as active students at BINUS University when the translation activity is conducted.
 - The deadline is 2 weeks after activity submission through the TFI App receives approval.
 - The translation activities are evidenced through reports, documentation, completed translated videos, and certificated, or completion letters.
- d. Website Development: Assisting in the development and maintenance of community or NGO websites to enhance digital presentation and digital functionality.

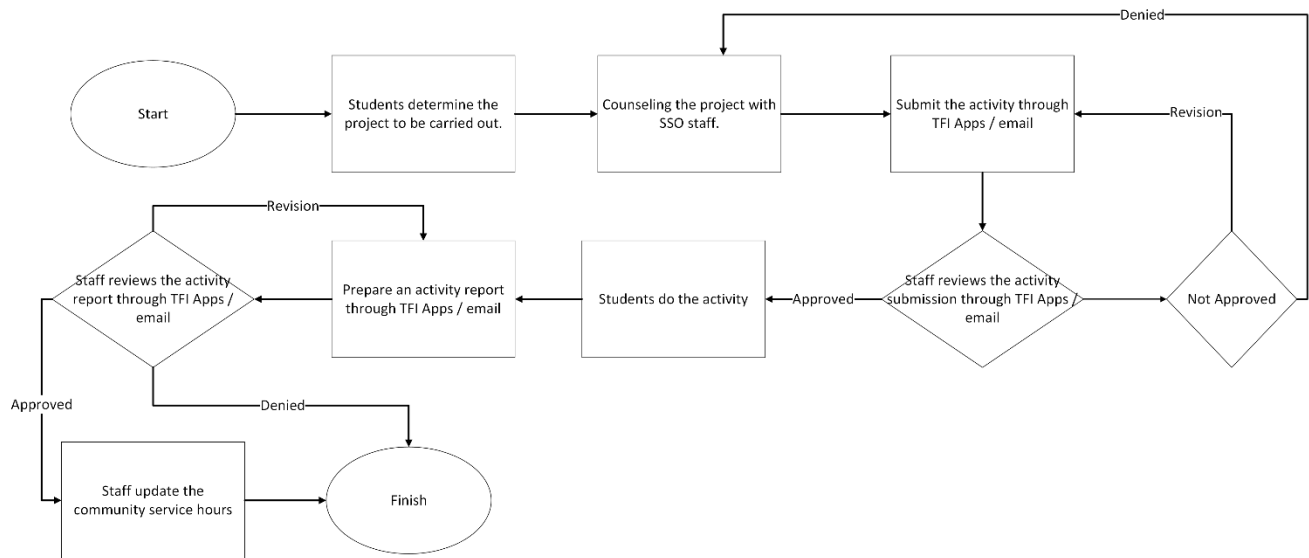
Terms & Conditions

- The website can be done if there is a request from external parties (institutions, NGOs, Foundations, or schools)
 - The request for website development is proved by a letter, proposal, or volunteer recruitment brochure.
 - The website development activity is recognized as long as the student is registered as an active student of BINUS University when the translation activity is conducted.
 - The activity can be done in groups of up to 3 students from BINUS University.
 - The evidence of activities can be through reports, documentation, the website that has been created, certified, or letters of completion.
- e. Social Media Management: Managing social media accounts to build interactions, enhance online presence, and disseminate information and campaigns.

Terms and Conditions

- Social Media or website management can be carried out if there is a request from external parties (Institutions, NGOs, Foundations, or Schools)

- The request of social media management is evidenced by a request letter, proposal, or volunteer recruitment brochure.
- The activities are recognized as long as the students are registered as active students at BINUS University when the translation activities are conducted.
- The activities can be recognized if the activity is carried out a minimum of 2 months after being accepted as a volunteer.
- Social Media and website management activities are proven through reports, documentation, created website, certificated, and letter of completion.



Picture 9. Virtual Volunteer Flow

8. First-Year Program – Community Service Activity

Community Service Activity (CSA) is part of the First Year Program series attended by new students (Freshmen). This activity aims to engage students in social activities of community service projects, develop social skills, and raise the importance of making positive contributions to the surrounding environment.

The types of activities in the First Year Program usually vary each year, adapting to the existing social needs and challenges. However, the main focus remains on developing social skills, making a positive impact on the community, and carrying out the Community Service Activity (CSA) project.

Some examples of activities that have been carried out previously, such as:

- a. The “7 Days Kindness Challenge” campaign
- b. Reprinting books for Visually Impaired
- c. The “Aku untuk Hijau Bumiku” campaign
- d. The “What’s Your SDG’s” campaign

The terms and conditions of the Community Service Activity (CSA) Project will follow the regulations applicable to that FYP Program.

9. Project Character Building

Character Building’s project aims to help students develop positive character, social awareness, and interpersonal skills through social activities that benefit the community. The project is a social activity conducted outside the classroom. Activities from the Character-Building course follow the regulations set by the CBDC.

10. Community Service by Student Organizations (PKM – OK)

Community service is an effort to make a tangible contribution to society by providing solutions to various problems faced. This activity aims to enhance the knowledge, skills, and well-being of the community without expecting financial rewards, but rather to create a sustainable positive impact. In its implementation, community service involves collaborations between individuals, organizations, or institutions with the local community to create change.

Terms and Conditions

- a. Activities must be under the scientific clusters of student organizations, impactful, and sustainable.
- b. Committee
 - 1) The maximum number of committee members who can earn Comserv Hours based on the scale of activities:

- a) Local: Maximum of 20 people
- b) National: maximum 30 people
- c) International: maximum 50 people
- 2) The ratio between committee/Volunteers and target participants is 1:3, where 1 committee/volunteer corresponds to 3 target participants.
- c. Target Participants
 - 1) It is for General, not BINUS students and not BINUSIAN. (Binusian are active/ Inactive Students, Alumni, Parents of Binusian)
 - 2) Under the institutions, community, or NGO
- d. Not a paid Participant (Participants are not allowed to be charged fees)
- e. Activity Scale
 - 1) Local
 - 2) National
 - 3) Internasional
- f. Proposal
 - 1) The proposal is made according to the format of the Student Involvement Center (SIC).
 - 2) The concept of the activity must have received approval from TFI (For PKM who apply for COMSERV).
 - 3) The proposal is made after obtaining approval of the activity concept from TFI.
 - 4) The Proposals need to be approved by SSO.
 - 5) Activities can be carried out after the proposal is approved by SSO and TFI. .
- g. Accountability Report (LPJ)
 - 1) LPJ is made under the provisions of the Student Involvement Center.
 - 2) LPJ must be sent to TFI after the final approval of the last layer from the SSO / SIC.
 - 3) The deadline for submitting LPJ and comserv claims is 6 months after the LPJ is finalized in the last layer and sent to TFI.
 - 4) TFI has the right to reject the LPJ and not provide Comserv if is not under the conditions agreed upon when submitting the proposal, or activities are carried out without obtaining approval from TFI.

E. Assets

Logo of TFI

https://binusianorg-my.sharepoint.com/personal/teachforindonesia_binus_edu/_layouts/15/guestaccess.aspx?share=EiS3ELSJwQdNvPcmQOSP4rwB8ptUU75rZql4FpyZMK0rMQ&e=39YO9I

Massive Open Online Course (MOOC) Guideline

https://binusianorg-my.sharepoint.com/personal/teachforindonesia_binus_edu/_layouts/15/guestaccess.aspx?share=EginCq8P5whKkNzJ_YVZRtUB-qxkWUQGtFzIMELAEsgVA&e=TjBhvF

Report Template

https://binusianorg-my.sharepoint.com/personal/teachforindonesia_binus_edu/_layouts/15/guestaccess.aspx?share=ESAhKMIWXfhAkOWHVzUPoYEBcbz_8f_2oCsGHve-iLmPKg&e=0xfe6a

Community Project, Video Based Learning and Socialization & Real Action

Documents (Proposal and Story Board)

https://binusianorg-my.sharepoint.com/personal/teachforindonesia_binus_edu/_layouts/15/guestaccess.aspx?share=Eggu7NT2vaxCpSQhPPJCQkYB0c-iH49cGCZSN0sh-gA2cg&e=eH2zGg

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F. Contacts

No	Area	Email
1	BINUS @Kemanggisan (Kampus Anggrek, Kijang dan Syahdan)	sso.kemanggisan@binus.edu
2	BINUS @Senayan (Kampus JWC dan FX)	sso.senayan@binus.edu
4	BINUS @Alam Sutera (Kampus Alam Sutera dan BINUS ASO)	sso.alamsutera@binus.edu
5	BINUS @Bekasi	sso.bekasi@binus.edu
6	BINUS @Bandung	tfi.bandung@binus.edu
7	BINUS @Malang	tfi.malang@binus.edu
8	BINUS @Semarang	tfi.semarang@binus.edu
9	Teach For Indonesia	Teachforindonesia@binus.edu