

Contents

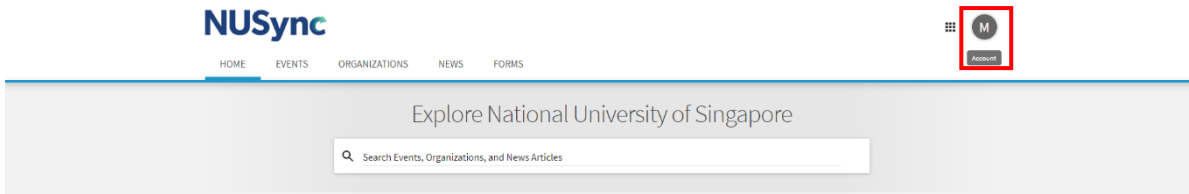
THINGS TO NOTE	1
1 EVENT PARTICIPATION	1
2 HOW TO RECORD LEADERSHIP POSITION	4
3 SAMPLE NUSYNC CCA RECORD	4

THINGS TO NOTE

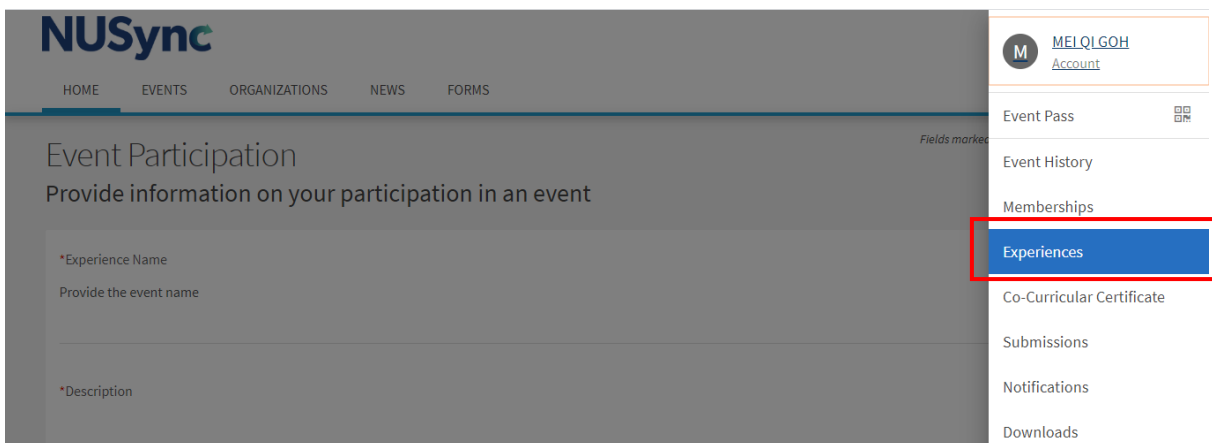
- Before submission of NUSync Involvement, please request for **endorsement letter** from MC VM. Visit this link for a step-by-step guide on the endorsement process: <http://www.nus-csc.org/main/endorsement.html>
*Indicate in your email that this is for NUSync Involvement
- Approval for NUSync records is done by Office of Student Affairs (OSA).
- Join the CSC Organisation portal via this link to stay updated on upcoming CSC events. <https://nus.campuslabs.com/engage/organization/nus-students-community-service-club>

1 EVENT PARTICIPATION

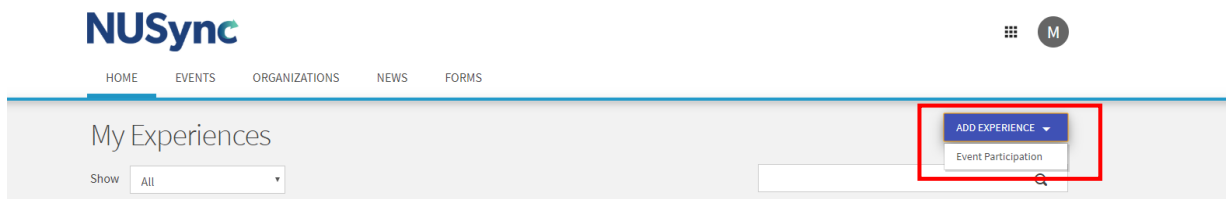
Step 1: On the top right corner, click on the round icon



Step 2: Select “Experiences”



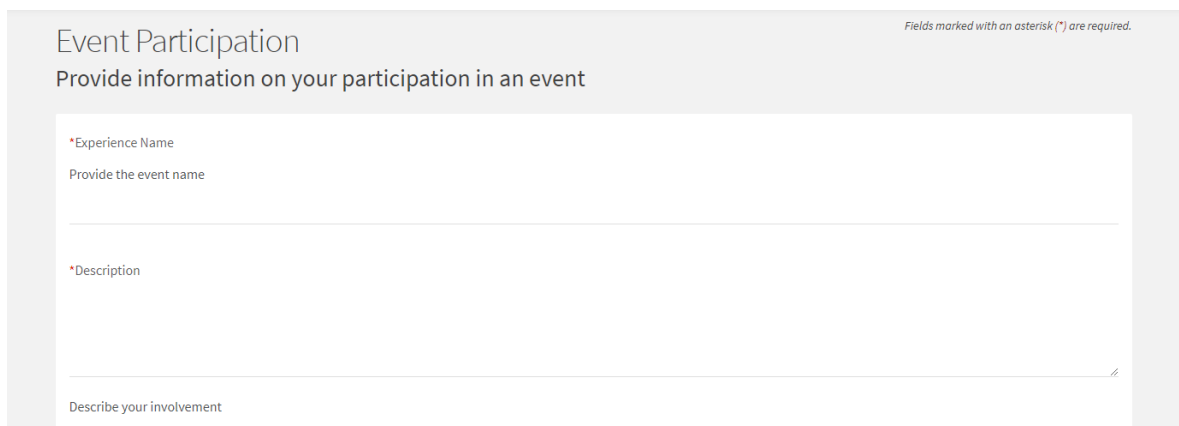
Step 3: After which, click on “Add Experience” and select “Event Participation”.



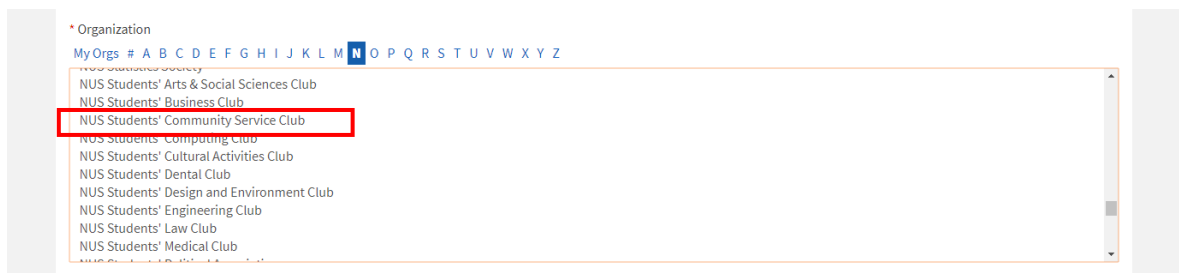
Step 4: Fill in the required details.

Experience Name: Follow **Activity/Project** description as stated in endorsement letter

Involvement: Describe your involvement for the event (eg. Fill in your role & no. of hours – *Please follow endorsement letter accordingly*)



Organisation: Select “NUS Students’ Community Service Club”



Start Date, End Date: Follow “Period” in endorsement letter



Contact Name: Tan Wei Xiang

Contact Title: 18th Management Committee President

Contact Email: nuscsc.pres@gmail.com

Contact Information

*Contact Name
Someone who can verify your involvement

Contact Title

Contact Phone

*Contact Email

File upload: Upload the signed endorsement letter sent over by CSC’s President

File upload (Description): Endorsement Letter

File Upload
The combined size of all uploaded files must be 10MB or less.

Upload documents to support your involvement (e.g. certificate of participation, email confirming your involvement etc.)

*File
 No file chosen

*Description

**Each “Event Participation” submission only reflects one activity stated in the endorsement letter. If you have multiple activities, do submit the same number of “Event Participation” accordingly.*

Step 5: Verify all information are correctly filled in before clicking “Submit”.

*File
 No file chosen

*Description

Step 5: Reply to MC VM endorsement email and inform president, nuscsc.pres@gmail.com that submission is completed to keep us in the loop.

**Approval for NUSync submissions will be done by Office of Student Affairs (OSA).*

Leadership positions (eg. Project Director/Publicity Head) **should not be submitted as “Event Participation.”*

2 HOW TO RECORD LEADERSHIP POSITION

Leadership position(s) as in the endorsement letter will be submitted by MC VM to OSA. No action is required on your end.

3 SAMPLE NUSYNC CCA RECORD

Leadership positions will be reflected under “**Involvements**”.

Involvements

NUS Students' Community Service Club

Position

Student Data Protection Representative (9/9/2019 - Present)

Position

Member (2/5/2018 - Present)

“Event Participation” submissions will be reflected under “**Self-Reported Event Participation**”

Self-Reported Event Participation

NUSync Freshmen Orientation Camp - Orientation Group Leader

Organization: NUSync Student Association

Dates: (6/1/2018 - 6/4/2018)

NUSync Freshmen Orientation Camp - Orientation Group Leader

Description

- Assisted in brainstorming and conceptualising programmes for incoming freshmen
 - Led a group of 20 freshmen and facilitated in ensuring that they experienced a smooth transition into University
 - Inculcated inclusivity and team-spirit amongst the freshmen
-

Volunteer Training

Organization: Red Cross

Dates: (11/1/2016 - 11/1/2016)

Description

- Facilitated in the training for an active group of volunteers by leading them in a series of activities
 - Communicated a set of deliverables to the volunteers to ensure that they are equipped with the skillsets required to engage the beneficiaries
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