**PRESCRIBED TEMPLATE FOR PROCEEDINGS OF AN EXTENSION PROGRAM/PROJECT/ACTIVITY**

1. Preliminaries
2. Title
3. Date
4. Venue
5. Implementing Unit/s or Agency/ies
6. Rationale
7. Objectives
8. Logical Framework
9. Methodology/Mechanics of Implementation
10. Participants
11. Training/Activity Management Team
12. Funding
13. Highlights (Discuss in a **detailed** manner the activities that were undertaken by the participants.)
14. Evaluation (include data table and comprehensive discussion)
15. Insights / Lessons Learned
16. Appendices\*
	1. Program/Invitation
	2. Photo documentation
	3. Lectures/Modules
	4. Accomplished evaluation forms
	5. Accomplished baseline information sheet
	6. Copy of approved proposal
	7. Sample outputs of participants (if any)
	8. Attendance Sheets
	9. Financial report
	10. Other pertinent documents

Prepared/Submitted by: (Proponent/s)

Endorsed by: (Department Chair, Extension Coordinator/Focal Person, Associate Dean, and Dean)\*\*

\*Photos and photocopied documents should be clear and of good quality.

\*\*Student-initiated activities should also be endorsed by the College SAC.