



<b>Document Type:</b>	<b>Standard Operating Procedure (SOP)</b>
<b>Reference No.</b>	<b>SOP/CONR/CSU/03</b>
<b>Date:</b>	<b>12 December 2017</b>

<b>Procedure:</b>	<b>Community Activity Printing Materials Request</b>
<b>Responsibility:</b>	Community Activity Leader (CAL), College of Nursing, KSAU-HS Faculty Community Service Unit Coordinator (FCSUC), College of Nursing, KSAU-HS Students Affairs, College of Nursing, KSAU-HS Public Relation, College of Nursing, KSAU-HS
<b>Frequency:</b>	Upon conducting an activity

#### **Description**

This SOP outlines the procedure in requesting the needed printing materials for any Community Service Activity.

#### **Procedure**

1. The FCSUC and CAL are responsible to check the availability of the needed printing materials from KSAU-HS and, KAMC, and NGHA.
2. All the materials should be ready by 3 weeks before the community activity or visit. (Preferred to use NGHA or KSAU-HS materials)
3. For the new materials, the CSU has to do the following:
  - 3.1. Review the content and accuracy of the audio-visual materials.
4. The CAL should prepare a draft of their brochure (soft copy) to be submitted to CSU via email.
5. Once it was reviewed, the soft copy of the material will be forwarded to the Office of the Public Relations (PR) for editing and design.
6. PR will submit the edited version of the proposed brochure to the CSU for initial approval and to the Deanship office for final approval.
7. Once approved, PR is responsible to prepare the request and follow up for printing materials from the University Printing Press.

#### **Related Documents**