



**KABARAK UNIVERSITY**  
**OFFICE OF UNIVERSITY LINKAGES AND PLACEMENT**

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KABARAK, KENYA  
[www.kabarak.ac.ke](http://www.kabarak.ac.ke)

STUDENT: \_\_\_\_\_ REG/NO \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

**RE: KABARAK UNIVERSITY STUDENTS COMMUNITY SERVICE**

Kabarak University is committed to providing a holistic and world class quality education in a Biblical Christian Perspective through teaching, research, innovation and community service.

In keeping with this, the University is pleased to introduce to you the bearer of this letter who is a student of Kabarak University pursuing Bachelor of \_\_\_\_\_ degree programme.

The student has identified your organization/institution/company as a place where he/she will volunteer his/her time and skills to provide service to the community.

The University, therefore, kindly requests you to offer at least a three-week period during the **Month of \_\_\_\_\_ Year \_\_\_\_\_** for the student to serve the community through your organization/institution/company.

Please feel free to involve this student in activities such as starting a new project or strengthening an existing one to improve the performance of your organization.

If you have any questions or comments, please contact the Communication and Marketing Manager on e-mail: [amarangu@kabarak.ac.ke](mailto:amarangu@kabarak.ac.ke) or Tel. 0724 793 447.

Thank you.

Yours faithfully,

**Andrew Marangu**  
**Communication & Marketing Manager**

**KABARAK UNIVERSITY**  
**P. O. Box 3270**  
**NAKURU.**

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**Kabarak university moral code**

As members of Kabarak University family, we purpose at all times and in all places, to set apart one's heart Jesus as Lord.  
(1Peter 3:15)

**KABARAK UNIVERSITY  
COMMUNITY SERVICE EVALUATION FORM**

**Instructions**

This form should be completed and submitted to the Communications & Marketing Office upon completion of the Community Service Programme to meet graduation requirements. Please use additional Plain sheet of paper if necessary.

**To be completed by the student**

Student Name:

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Registration Number: \_\_\_\_\_

Tel. No \_\_\_\_\_ Email \_\_\_\_\_

Degree Programme: \_\_\_\_\_

Name of School \_\_\_\_\_ Name of Dean \_\_\_\_\_

Email Address of Dean \_\_\_\_\_

**Contacts of institution/organization where community service was offered:**

Name \_\_\_\_\_

Box \_\_\_\_\_ Postal Code \_\_\_\_\_ Town \_\_\_\_\_ County \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**COMMUNITY SERVICE DETAILS**

**Duties and responsibilities carried out**

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**State the specific contributions or changes you initiated in the community:**

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**What are the major needs of the community where you served?**

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**Suggest ways of meeting those needs.**

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**Identity the challenges you experienced during the community service**

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**Give recommendations for solving the above challenges**

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**What did you gain or learn from the community service?**

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I certify that the information provided above is true and complete in all respects and that no relevant information has been withheld. I understand that the provision of false or incomplete information may result in discipline under Kabarak University's Student Code of Conduct.

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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**TO BE COMPLETED BY THE COMMUNITY SERVICE SUPERVISOR**

**Supervisor details**

Supervisor's Name \_\_\_\_\_

Email Address \_\_\_\_\_ Tel. No \_\_\_\_\_

**Period the student has done his/her community service**

Beginning Date: \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_ End Date: \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

**Overall Comments by the Supervisor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_ Stamp \_\_\_\_\_

**FOR OFFICIAL USE (To be completed by the Department)**

Grade Awarded: \_\_\_\_\_  Satisfactory  Unsatisfactory

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Marked by:**

Name \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_