



Ka-Trabaho Komunity

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List of School or out of School Work Documentation Opportunities

These are possible activities you can do in school or out of school, along with the possible documentation you can gather for each. Use this as a guide for building your portfolio.

Internships

Activity	Possible Documentation You Can Gather with reason
Assisted in Administrative Tasks	<ul style="list-style-type: none">• Attendance log – Proves your active participation and reliability• Supervisor evaluation – Shows how your performance was assessed• Signed task sheet – Confirms specific duties you completed
Participated in Team Meetings	<ul style="list-style-type: none">• Meeting minutes – Evidence of involvement in official discussions• Group photo – Visual proof of participation• Agenda copy – Indicates planned and attended activities
Handled a Small Project	<ul style="list-style-type: none">• Project report – Demonstrates ability to manage and complete tasks• Before-and-after results – Highlights the impact of your work• Thank-you letter – Shows recognition from others
Created Marketing Materials	<ul style="list-style-type: none">• Digital copies of posters/flyers – Displays creativity and contribution to campaigns• Social media posts – Evidence of digital engagement and reach
Prepared Reports or Presentations	<ul style="list-style-type: none">• Printed slides – Shows presentation skills• Screenshots – Captures your work for records• Signed acknowledgment – Official confirmation of contributions
Joined Company Training or Workshops	<ul style="list-style-type: none">• Training certificate – Proof of learning and skills gained• Attendance sheet – Evidence of being present in important sessions• Workshop materials – References for knowledge gained
Shadowed a Professional	<ul style="list-style-type: none">• Photo with mentor – Records mentorship experience• Logbook notes – Tracks tasks and learning progress• Reflection paper – Shows insights gained from experience
Contributed to Research or Data Gathering	<ul style="list-style-type: none">• Research summary – Demonstrates analytical and research skills• Acknowledgment in report – Official credit for contributions• Signed confirmation – Validates your role in the work
Assisted in Client or Customer Service	<ul style="list-style-type: none">• Supervisor letter – Confirms your role and performance• Feedback forms – Indicates client or customer satisfaction• Service log – Records of customer or client interactions
Helped in Event Coordination	<ul style="list-style-type: none">• Event program – Proof of involvement in organized events• Thank-you note – Shows appreciation from participants or organizers• Event photos – Captures event participation visually



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OJT – On-the-Job Training

Activity	Possible Documentation You Can Gather with reason
Daily Time Record Completion	<ul style="list-style-type: none">• DTR log – Confirms attendance and time management• Signed supervisor verification – Official proof you completed your required hours
Office or Department Rotation	<ul style="list-style-type: none">• Certificate of completion – Shows exposure to different work areas and skills learned
Maintained Records or Files	<ul style="list-style-type: none">• Signed checklist – Validates your organizational responsibilities• Photo of workspace – Visual proof of handling office documentation
Handled Inventory or Supplies	<ul style="list-style-type: none">• Inventory sheet – Proves you managed resources• Signed acknowledgment – Confirms accountability
Participated in Fieldwork	<ul style="list-style-type: none">• Field report – Documents activities done outside the office• Location photos – Visual proof of site presence• Attendance list – Official record of participation
Supported Training Sessions	<ul style="list-style-type: none">• Training schedule – Shows planned activities you were part of• Signed participation sheet – Official proof of presence• Group photo – Records involvement visually
Created or Updated Documents	<ul style="list-style-type: none">• Forms/spreadsheets – Demonstrates data management skills• Letters – Proof of communication and admin skills
Assisted in Community Outreach (via OJT)	<ul style="list-style-type: none">• Event certificate – Official acknowledgment of service• Outreach photos – Captures community engagement• Thank-you note – Recognition from beneficiaries
Engaged in Hands-on Technical Work	<ul style="list-style-type: none">• Project photos – Shows technical skill application• Performance evaluation – Assesses work quality
Attended Evaluation Meetings	<ul style="list-style-type: none">• Meeting minutes – Proof of input in review process• Signed attendance – Official participation record• Feedback report – Reflects performance improvement areas



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Volunteer Work

Activity	Possible Documentation You Can Gather with reason
Organized Fundraising Events	<ul style="list-style-type: none">● Event poster – Evidence of campaign efforts● Donation record – Shows transparency and achievement● Thank-you letters – Recognition from beneficiaries
Tutored Younger Students	<ul style="list-style-type: none">● Student feedback – Shows teaching effectiveness● Teacher acknowledgment – Official validation of role
Joined Clean-up Drives	<ul style="list-style-type: none">● Before & after photos – Highlights visible impact● Participation certificate – Official proof of involvement
Helped in School Events	<ul style="list-style-type: none">● Event ID – Proves you were part of the team● Team photo – Visual memory of collaboration● Event program – Records event details and your role
Distributed Relief Goods	<ul style="list-style-type: none">● Photos – Captures contribution in action● Signed acknowledgment – Confirms participation
Assisted in Workshops/Seminars	<ul style="list-style-type: none">● Certificate – Official recognition of service● Workshop agenda – Records your event involvement● Group photo – Proof of team participation
Worked as Photographer/Videographer	<ul style="list-style-type: none">● Samples – Showcases creative skills● Publication credit – Official recognition of work
Planned and Hosted Activities	<ul style="list-style-type: none">● Script – Proof of planning and hosting duties● Poster – Visual evidence of promotion● Event program – Official record of event
Joined Awareness Campaigns	<ul style="list-style-type: none">● Flyers – Shows advocacy efforts● Social media screenshots – Proof of online engagement● Certificate – Official recognition
Participated in Cultural/Arts Projects	<ul style="list-style-type: none">● Photos – Records of artistic contribution● Media coverage – Public acknowledgment of work