ACTIVITY APPROVAL FORM
FOR IN CAMPUS ACTIVITY

Requesting Department/Organization:

Title of Activity: ____________________________________

Nature of Activity: ____________________________________

Coverage of Activity:

- [ ] Departmental
- [ ] Organizational
- [ ] College Wide
- [ ] Others

Expected Number of Participants: ________________________

Target Clients: ________________________________________

Date: ____________________________

Venue: ____________________________

Submitted by:

Signature over printed name ____________________________

Date ____________________________

Student Leader/President ____________________________

Contact Number: ____________________________

Adviser, Signature over printed name ____________________________

Date ____________________________

Contact Number: ____________________________

Date Forwarded to OSAASD: ____________________________

Received by: ____________________________

Pre- Activity Requirements:

- [ ] Letter from the Dean/Principal
- [ ] Signed Activity Approval Form by the VP for Student/Alumni Affairs & Sports Development
- [ ] Budget for the activity/student to include the following if applicable:
  1. Program
  2. Food
  3. Prizes/Tokens
  4. Certificates/Honorarium
  5. Funded by:
     - [ ] Student
     - [ ] Department Funds
     - [ ] Student Council
     - [ ] School
     - [ ] Others (Specify) ___________

Post Activity Requirements:

- [ ] List of participating students with their course and year level
- [ ] Program

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Recommending Approval:

__________________________________________
Head, Co-Curricular Programs and Activities

Approved:

__________________________________________
Vice President for Student/Alumni Affairs & Sports Development

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     - [ ] Department Funds
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     - [ ] School
     - [ ] Others (Specify) ___________

Post Activity Requirements:

□ Pre-activity Requirements
□ Attendance Log Sheet
□ List of Expenses
□ Activity Report
□ Minutes of the Meeting
□ Pictures with Caption
□ Sample Publication
□ Sample Poster/Flyer
□ Financial Report
□ List of Beneficiaries/Clients/Participants
□ Contest Questions
□ Evaluation Reports
□ Others:

__________________________________________
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__________________________________________
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__________________________________________
__________________________________________

DUE DATE ________________

□ Pre-activity Requirements
□ Attendance Log Sheet
□ List of Expenses
□ Activity Report
□ Minutes of the Meeting
□ Pictures with Caption
□ Sample Publication
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□ List of Beneficiaries/Clients/Participants
□ Contest Questions
□ Evaluation Reports
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__________________________________________
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[ACCOMPLISH IN DUPLICATE] 2 COPY FOR THE REQUESTING DEPT./ORG., 1 COPY FOR OSAA