

GUIDELINES FOR STUDENT ACTIVITIES
FIRST SEMESTER SY 2009-2010

PROCESS OF ACTIVITY PROPOSAL FOR COLLEGE STUDENT COUNCILS, PROGRAM COUNCILS,
AND CO-CURRICULAR ORGANIZATIONS

I. Integration of Organizational and Collegiate Activities

1. Before the start of the semester, CSCs, PCs and Co-Curricular organizations of every college must evaluate their accomplished projects/activities for the past school year and be able to use the result of the said evaluation as basis for planning their activities for the 1st semester.
2. CSC's, PC's and Co-curricular organizations of every college must integrate their plan of activities and must present the same to their respective deans/associate deans for approval.
3. Softcopies of the pre-approved Integrated Plan of Activities (IPOA) per college must be submitted to SDAO on the second week of May (for 1st semester activities) and 2nd week of October (for 2nd semester activities). The specific date and time for submission will be announced by the SDAO two weeks before the actual deadline.
4. Organizations are also required to send one representative to attend the **Integration Workshop** for all councils and organizations within the university to be scheduled on the third week of May (for 1st semester activities) and third week of October (for 2nd semester activities).

This activity is being done to encourage organizations to conduct tie-up projects/activities and to identify appropriate venues for student activities.

II. Submission and Approval of Project Proposals

1. Projects or activities pre-approved by the college and included in the Integrated POA are the ones which will be allowed for execution ***provided appropriate proposal forms and attachments were submitted to SDAO on or before the deadline for submission of project proposals.***
2. Activities that are not included in the Integrated Plan which may answer an immediate need of a council or organization may be proposed subject for the approval of SDAO for as long as it will be submitted on or before the deadline for submission of project proposals.
 - 2.1. Persons in-charge of the project or activity must see to it that the schedule does not conflict with the approved projects and activities of other organizations as indicated in the Integrated POA.
 - 2.2. A letter must also be written explaining the relevance of the project and the reason why it was not included in the Integrated POA.
3. Councils and organizations may follow-up their proposals three (3) days after submission to SDAO.
4. For proposals with comments, councils or organizations concerned are given a maximum of five (5) working days to revise their proposals.

5. Councils and organizations who intend to modify the details of any activity (e.g. date, time or venue) must indicate the same in the project proposal form (fill out the "in case of change" part).
6. No activity shall be approved during banned dates (one week before and during institutional exam days) except for some valid reasons.
7. Proposals submitted beyond the deadline will not be accepted except for some valid reasons.

III. VENUE RESERVATION

1. Each council or organization must fill-out an "**Authorization to Reserve Venue**" form available at the SDAO immediately upon approval of their project proposals. A softcopy may also be downloaded from the SDAO homepage.
2. Accomplished forms in two (2) copies must be endorsed first by the SDAO clerk before it can be submitted to the reservation personnel of the intended venue/s within the campus.
3. The said form shall also authorize the councils and organizations to reserve the venue/s they need for their activities provided that they observe the guidelines or rules set by the office/unit maintaining these venues.

IV. ACCOMPLISHED PROJECTS OR ACTIVITIES

1. Student councils and organizations must submit to SDAO an *accomplishment report within two (2) weeks after every activity*.
2. Non-submission of accomplishment reports would automatically mean that the project or activity is excluded from the recognized accomplished activities for the current school year.

V. Special Requirements for Specific Kinds of Activities (*existing guidelines*)

1. The following are considered as other types of activities:
 - 1.1. Fund-raising
 - 1.2. Invitational
 - 1.3. In-campus contests or competitions
 - 1.4. Outreach
 - 1.5. Off-campus activities
 - 1.6. Joint activities
2. For Fund-raising activities that would entail sponsorship/donations, please take note of the following:
 - 2.1. Observe the **Guidelines of VPDEA on Fund-raising activities**.
 - 2.2. Include details such as mechanics, procedures, target sponsors
 - 2.3. Include details on the expected expenses and profits
 - 2.4. Include declaration of gross and net profit in the accomplishment form.
 - 2.5. Other requirements as provided for in the fund-raising form.
 - 2.6. Copies of the Financial statement to be submitted to **VPDEA** and **SDAO** after the activity.
3. For invitational activities such as off-campus competitions, conventions, trainings, etc.:

- 3.1. Invitation letter from the organizing party or brochure of the activity
- 3.2. Letter of intent
- 3.3. Itinerary
- 3.4. Letter of conformity of accompanying faculty (if applicable)

4. For in-campus contests or competitions:
 - 4.1. Mechanics, procedures, criteria
 - 4.2. Prizes
 - 4.3. Judges

5. Outreach activities:
 - 5.1. Initial dialogue/consultation with LCDC
 - 5.2. Observe **LCDC Outreach Guidelines**
 - 5.3. A brief description of the program/activity to be proposed
 - 5.4. Itinerary
 - 5.5. List of participants
 - 5.6. Letter of conformity of accompanying faculty

6. Other outside activities
 - 6.1. Itinerary
 - 6.2. List of participants
 - 6.3. Letter of conformity of accompanying faculty

7. Joint activities
 - 7.1. MOU/MOA signed by parties involved
 - 7.2. 1 accomplished proposal form for each proponent and one set of attachments submitted altogether.
 - 7.3. The proposal form of the main proponent should be marked **M.P. (Main Proponent)** on the upper right corner of the proposal form.

8. Two forms of parental consent:
 - 8.1. with faculty member/s accompanying the students (*teacher to student ratio should be 1:50 for internal non-school day activities and 1:30 for off-campus activities*)
 - 8.2. without faculty member/s accompanying students

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