

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

GUIDELINES FOR THE CONDUCT OF ACTIVITIES

I. GENERAL GUIDELINES

1. No organization may start an activity without prior approval of their registration by the Office of Student Formation and Activities.
2. The organizations must be responsible in preparing all the necessary documents needed for processing their activity. A completed Project Proposal Form is an essential requirement in all activities.

For contact sports and other physically demanding activities, the following additional requirements may be necessary:

- First Aider Certification of a student/personnel/nurse who will also attend the event
- Medical Clearance provided by the university clinic
- List of Participants

For any collaboration event with local government units (LGUs) and/or non-governmental organizations (NGOs), the following documents must be provided:

- Invitation Letter and/or Memorandum of Agreement

For symposia, training sessions, or workshops, the following requirements must be submitted to ensure alignment of the topic with the event's theme and the values of the University of San Carlos:

- Speaker's Profile and Presentation Overview

3. The students shall observe the following office hours in submitting and claiming of such documents: Monday – Friday 8:00 AM – 11:30 am | 1:00 PM - 4:30 PM, Saturday – 8:00 am – 11:30 am
4. For all activities to be held inside the campus, venue reservations must be obtained through the online space utilization system using the ISMIS account after the activity has been approved.
5. Activities and meetings should be scheduled at times and locations that do not disrupt regular classroom sessions.
6. The student organization is accountable for any damage to University facilities and must ensure the premises are orderly and clean during and immediately after the activity.
7. No activity or gathering beyond 9:00 p.m. shall be allowed inside the campus. The maximum time allowed for egress will only be 30 minutes. Thus, it is expected that by 9:30 pm, the venue will be cleared by the assigned security personnel.
8. All off-campus activities must adhere to the University's guidelines and standard protocols in compliance with CHED Memorandum No. 63, Series 2017.

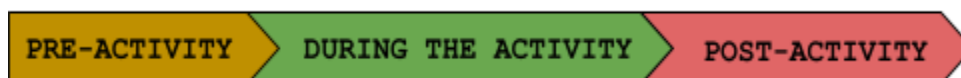
OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

9. The University, through the Office of Student Formation and Activities, reserves the right to deny, postpone or cancel any activity should it determine that the well-being, health, or safety of students is compromised, guidelines are not followed or inappropriate action/incident has occurred.

II. ACTIVITY PROCESS



A. PRE-ACTIVITY

1. Filing Permits for Activities

- In-Campus Activities: File permits at least 15 school days before the activity.
- Off-Campus Activities: File permits at least 30 school days before the activity.
- Fundraising Activities: File permits at least 30 school days before the activity.
- Week-Long or Semester-Long Activities (e.g., Departmental Week Celebrations): File permits no later than 30 school days after the start of the semester.

2. Complete the required documents.

- Prepare all the necessary documents needed for processing their activity. A completed Activity Approval Form and Project Proposal Form shall be required for all activities.
- Obtain endorsements from faculty-advisers for all activities. For co-curricular organizations, secure endorsements from the Department Chairman or Dean.
- All Activity Approval Forms must bear fresh signatures. For the parent's permit, e-signature is acceptable but the signature of the participant must be wet-inked.

3. Compile in Google Drive.

- In your organization's official Google Drive, create a main folder named Activity Approvals. For each new activity, create a subfolder within this main folder following this format:
 - Subfolder Name Format: Month and Year of Activity - Name of Activity
 - (e.g., August2024 - BIO Fun Day)

4. Update the Activity Tracker

- Encode your activity in the online Activity Tracker provided by the Office of Student Formation and Activities.

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

5. Submit the Activity Approval Form.

- Submit two (2) copies of the Activity Approval Form to the Office of Student Formation and Activities.
- If applicable, attach the following documents:
 - List of Participants with Medical Clearances and/or Parent's Permits

6. Activity Approval Notification

- Check the status of the proposal through the online Activity Tracker provided by the Office of Student Formation and Activities at least 3-4 days after the date of filing.
 - **APPROVED:** All necessary documents and requirements are complete.
 - **PENDING:** Submitted documents and requirements are incomplete.
 - **DENIED:** Activity is not allowed for execution; revisions of the activity proposal are needed.
 - **NO FILING:** Activity is listed in the calendar of activities but not executed.

7. Post-Approval Changes

- Once approved, no changes in activity details must be implemented without approval from the Student Activities Officer.

B. ACTIVITY PROPER

- 1) Make sure to bring a hard copy of your approved activity form. The school authority and/or security personnel may check this during your activity.
- 2) Arrive early in the venue to have enough time for the preparation.
- 3) Take note of the necessary details/documents needed for the post-activity requirements.
- 4) In case of changes in activity details, the organization must notify and discuss what action plans need to be taken with their faculty adviser. A written report of the incident duly signed by the President and the Faculty Adviser must be submitted not later than one day after the date of the activity.

C. POST-ACTIVITY

- 1) Submit your post activity documents to the Office of Student Formation and Activities not later than six (6) school days after the date of activity.
- 2) The student organizations may check the status of their post activity form.

Status:

CLEARED: All necessary documents and requirements are complete.

UNCLEARED: The documents and requirements are incomplete. The student organization may be required to submit the missing documents.

- 3) Student organizations with uncleared status only have 4 days to submit their missing documents to the Office of Student Formation and Activities.

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

FUNDRAISING ACTIVITIES

All fundraising activities whether in the form of donations (in cash or in kind), sale of novelty items, raffle and other similar activities by any student council/organization shall be subject to the approval of the Office of Student Formation and Activities. Fundraising for the enjoyment of the organization members such as parties shall not be allowed.

PROCEDURES AND GUIDELINES

- 1) A request letter must be executed by the student organization supported with a resolution form stating the following:
 - a. Activity details such as rationale, date and time when the activity is projected to be conducted
 - b. Financial projections (projected income and expense)
 - c. Project Execution Plan
- 2) Once given the permission to continue with the activity, the applying student organization may secure a copy of the Fundraising Activity Form and comply with the list of requirements provided by the Office of Student Formation and Activities.
- 3) Update the activity tracker and submit two (2) copies of the Fundraising Activity Form with the necessary documents and requirements to the Office of Student Formation and Activities
- 4) The student organizations may check the status of their proposal through the Activity Tracker after 3-4 days after the date of filing.

Status:

APPROVED: All necessary documents and requirements are complete.

PENDING: The submitted documents and requirements are incomplete.

DENIED: Activity is not allowed for execution.

- 5) No ticket should be printed unless permission has been granted by the Office of Student Formation and Activities.
 - a. A sample copy of the ticket must be submitted together with the Fundraising Activity Form.
 - b. All tickets shall be pre-printed and pre-numbered and must show the following information: logo/name of the sponsoring organization, program title, time, place and date of event and value of ticket.
 - c. All tickets must be stamped by the Office of Student Formation and Activities prior to sale.
 - d. Unsold tickets must be surrendered to the OSFA - Student Activities Section.
 - e. Tickets not surrendered are assumed to be sold and should be integrated in the liquidation report.
 - f. The student organization shall secure permits from respective government agencies (e.g. BIR, City Hall, etc.) if deemed necessary.
- 6) Within six (6) school days after the activity, an accomplishment and financial report shall be submitted to the Office of Student Formation and Activities.
- 7) Failure to submit the required reports will disqualify the student organization from conducting any activity until the report is submitted.



UNIVERSITY of SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

OFF-CAMPUS ACTIVITIES

Per CHED Memo 63 s. 2017, off-campus activities refer to activities, co-curricular and extra-curricular, undertaken outside the premises of the institution.

Co - Curricular Activities – required off campus activities and are integral part of the instructional program. Students are expected to attend these activities since these are part of the regular class time. Examples of these are the following:

- Educational Tours (visit government sites, LGUs, museums, landmarks and related culture and arts activities, Plant Visit)
- Field Trips
- Field Study/Experiential Learning/Related Learning Experience

Extra -Curricular activities – off campus activities that are considered as non-curricular or non-programed based activities. Examples are:

- Retreat or recollection
- Conventions, seminars, trainings, teambuilding, conferences
- Volunteer programs/relief operations
- Advocacy projects and campaigns
- Sports activities
- Activities initiated by accredited student organizations such as interschool tournaments/competitions
- Culture and arts competition

I. GENERAL GUIDELINES

1. An off-campus activity must be well-planned and properly organized to ensure the well-being of all participants throughout the duration of the event.
2. Announcements and consultations with concerned students, faculty, and stakeholders regarding the activity should be conducted prior to the submission of the activity approval form.
3. Activity approval forms must be filed 30 school days prior to the event.
4. All student organizations or groups that will be having off-campus and/or overnight activities must be accompanied by their respective faculty and/or adviser. For co-curricular activities, **1 faculty: 50 students** ratio must be followed. For extra-curricular activities, the ratio of which is **1 faculty adviser per 100 participants**.
- 5) The mode of transportation shall be determined depending on the nature, duration, and location of the activity, and the number of participating students, among others.

i. Personal Vehicles of Students – For off-campus activities that require the participation of the whole class, the use of personal vehicles shall be done only as a last resort. Students who make their own personal transportation arrangements (i.e. private car, carpool with other students, public transportation, etc.) to and from



UNIVERSITY of SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

home/other site and the out of campus meeting place are to be given notice that personal travel is done at their own risk.

ii. Vehicles Owned by the University of San Carlos – The department, school, or student organization shall apply for bus reservation through ISMIS.

iii. External Transportation Service Providers shall submit a list of the specific vehicle/s and corresponding plate number/s to be used, and assigned driver/s, for an off-campus activity not less than ten (10) school days before the activity. Only the pre-identified vehicle/s and driver/s will be permitted during the activity itself. Prior to the scheduled activity, the transportation service provider shall conduct the necessary inspection of the identified vehicle/s in the presence of the Faculty Adviser or any authorized personnel. The number of participants per vehicle shall be strictly limited to its seating capacity. Overloading and usage of additional seats in the vehicle aisle shall be strictly prohibited.

For third party or sub-contracting vehicles, the following documents must be secured:

Franchisee:

- Certification from LTFRB indicating the validity of the franchise;
- Special Permit from LTFRB if transportation is out of line;
- Updated and valid registration of vehicle, insurance coverage, and driver's license

Travel and Tour Operator:

- Copy of Travel and Tour Operator Accreditation Certificate by DOT
- Duly approved Plan/Itinerary of travel by the University
- Certification from LTFRB indicating the validity of the franchise
- Updated and valid registration of vehicle, insurance coverage, driver's license, assurance/certificate of road-worthiness

- 6) A Pre-Departure Orientation will be provided to students and faculty at least one week prior to the event. This session will cover detailed information about the event, potential hazards, personal responsibilities, and emergency procedures to be observed during the off-campus activity. It will also serve as an opportunity to address any clarifications, concerns, and issues regarding the event.
- 7) All off-campus activities are prohibited when calamity alerts or warnings are issued by local government units or agencies.
- 8) All student organizations must adhere to the guidelines provided by the Office of Student Formation and Activities and complete the pre-activity requirements.
- 9) The University, through the Office of Student Formation and Activities, reserves the right to postpone or cancel any off-campus and/or overnight activities if the safety and well-being of the participants are compromised.



UNIVERSITY of SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

II. ACTIVITY APPROVAL PROCESS

1) Event Notification and Student Consultation Protocol

Per CMO 63 s. 2017, announcement to students, faculty and parents of the activity one (1) month before the scheduled date of the conduct of off-campus activities. Therefore, it is imperative to conduct this protocol *before submitting the Approval Activity Form*.

The student organization may announce, discuss the event and get feedback from the participants through the following:

- Email
- Online Survey/Poll
- Information Session

2) Submission of Activity Approval Form and Requirements to the Office of Student Formation and Activities

Two (2) copies of the Activity Approval Form with the following attachments must be submitted.

- Project Proposal Form
- Minutes of the Meeting: Event Notification and Student Consultation
- Course Syllabus (for co-curricular activities)
- Faculty Adviser Commitment Form
- List of Participants
- Parents' Permits
- Event Itinerary Form
- Risk Assessment Form
- Certificate of Compliance (certified correct by Faculty Adviser)

For contact sports and other physically demanding activities, the following additional requirements may be necessary:

- First Aider Certification of a student/personnel/nurse who will also attend the event
- Medical Clearance provided by the university clinic

For any collaboration event with local government units (LGUs) and/or non-governmental organizations (NGOs), the following documents must be provided:

- Invitation Letter and/or Memorandum of Agreement

3) Review by the Student Activities Officer

The Student Activities Officer shall review submitted requirements to ensure completeness and accuracy of activity details. Upon verification, the Student Activities Officer shall sign the Activity Approval Form.

4) Endorsement by the Office of Student Formation and Activities Head

After signing, the Student Activities Officer shall forward the Activity Approval Form to the Office of Student Formation and Activities Head for final signature.



UNIVERSITY of SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

OFFICE OF STUDENT FORMATION AND ACTIVITIES

Student Activities Section

osfaso@usc.edu.ph | Local: 592 - Downtown | 102 - Talamban

5) **Submission to Vice President for Academic Affairs and University President**

If the activity is approved by the Office of Student Formation and Activities Head, the activity approval form along with all necessary submitted documents will then be forwarded to the Vice President of Academic Affairs (VPAA) and University President for final approval.

6) **Issuance and Notarization of the Certificate of Compliance**

The Certificate of Compliance along with all the submitted documents will be returned to the Office of Student Formation and Activities.

7) **Activity Approval Notification**

Upon receiving final approval, a copy of the approved activity form will be sent to the respective student organization.