



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

EXECUTIVE ORDER
No. 12, Series of 2024

TO : ALL CONCERNED

SUBJECT : REVISED GUIDELINES ON FUND-RAISING ACTIVITIES OF STUDENTS

DATE : April 2, 2024

1. RATIONALE

This new set of guidelines is being issued to regulate fund-raising and collection activities of all accredited student organizations to finance specific projects for a legitimate purpose, such as advancing the mission, mandate, or advocacy of the organization, and promoting the welfare and development of its members.

2. COVERAGE

2.1 Only duly accredited student organizations are allowed to conduct fund-raising activities including partnerships, sponsorships, and linkages with external organizations. This guideline covers:

- 2.1.1 Collection of membership dues/fees;
- 2.1.2 Sale of goods and services (e.g., t-shirts, souvenir items, network services, and laboratory tests);
- 2.1.2 Sale of tickets for concerts, raffles, film showings, and any other social/sports activities to finance a project with a legitimate purpose;
- 2.1.3 Collection of fees for seminars, events and functions, plant visits, and tours that are not for the completion of academic requirements.

2.2 Exclusion

In-campus student activities that are intended for the completion of academic requirements without involving collection of fees from the participants shall be covered by a separate set of guidelines.

All other collections from fund-raising activities not covered by 2.1 shall be administered by organizations/associations subject to the usual accounting and auditing rules and regulations.





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3. OTHER PROVISIONS

- 3.1 All proposals for fund-raising activities shall be submitted for approval at least one month prior to the activity.
- 3.2 Proposed fund-raising activities may be held at designated places inside the University, except on the following areas:
- 3.2.1 Ground floor fronting the offices of the Registrar, Accounting, ICTC, Library, and University Chapel;
 - 3.2.2 Parking lots;
 - 3.2.3 Classrooms; and
 - 3.2.4 All floors of the South Wing Bridge.
- 3.3 Proper decorum shall be maintained in the selling of tickets, posting of advertisements, distribution of flyers, including online selling and posting, and giving away of free items.
- 3.4 The duration of the activity shall not be more than one week.
- 3.5 The venue shall be kept clean and in order during and after the activity.
- 3.6 The sale of illegal drugs, alcoholic beverages, cigarettes, and other similar goods is strictly prohibited.
- 3.7 The price of tickets shall be reasonable.
- 3.8 Each student organization is allowed to conduct a maximum of two (2) fund-raising activities per semester, provided the post-activity report has been completed and clearance has been secured from the OSS before applying for approval of the second fund-raising activity.
- 3.9 The use of university facility in the conduct of any fund-raising activity shall be subject to energy, rental, and other fees. Reservations must be accomplished one (1) month prior to the activity.
- 3.10 The conduct of fund-raising activities that require the procurement or outsourcing of equipment/machines/devices and services shall be subject to the following:
- 3.10.1 for equipment/machines/devices and services amounting to P500,000 and above, this shall undergo bidding and may go through a three-month processing period;
 - 3.10.2 for equipment/machines/devices and services amounting to P100,000 to less than P500,000, this shall be subject to through Small Value Procurement and processing period is around two months. Small Value Procurement is done by sending and posting of Request for Quotations to at least 3 capable suppliers.
- 3.11 The conduct of all fund-raising activities in Sta. Mesa campus shall be monitored by the OSS, while those in other campuses shall be monitored by the Campus Director or his/her authorized representative.





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4. PROCEDURE

4.1 Pre-activity

- 4.1.1 Submission of a letter of intent addressed to the University President with recommending approval of the concerned Vice President, together with the Fund-Raising Activity Application Form (**Annex A**), shall be submitted for approval at least one month prior to the actual implementation, taking into consideration the requirements of Procurement regulation as cited in Item 3.10 of this guidelines. For campuses, hard copies of the requirements shall be submitted to the campus director. A digital copy of the requirements must also be emailed to the Office of Student Services.
- 4.1.2 The proponent shall register with the Office of Student Services (for Main Campus students), Campus Director, and Heads of Student Services (for students of campuses), the following documents:
- Pre-numbered tickets
 - Official receipts
 - Control sheets
 - Reservation Slip for use of venue
 - Goods/services inspection report
 - Statement of Projected Net Income and Expenses
- 4.1.3 The Office of Student Services in Sta. Mesa campus and all other campuses shall screen and evaluate all applications for endorsement to the proper approving authority based on the projected net income. Proposals for fund-raising activities must include the projected net income of the activity. For activities with a projected net income of:
- P100,000 below – it must be approved by the Dean/Director,
 - P100,001 to P500,000 – must be approved by the concerned Vice President,
 - P500,001 and above – must be approved by the President.

4.2 Post-activity

An accomplishment report shall be submitted to the Office of Student Services within thirty (30) days after the activity together with the following supporting documents in original copies:

- Financial Report (**Annex B**)
- Acknowledgement Receipt for Equipment from the Property Office for Donation in kind (**Annex C**)
- All returned/unsold tickets, lists of collectibles/receivables, or control sheets, if any.





5. STUDENT DISCIPLINARY BOARD.

Violation of this policy shall immediately be referred by the OSS to the Student Disciplinary Board (SDB) for investigation and imposition of appropriate sanction. For cases involving employees of the University, the same shall be referred by the SDB to the University Legal Counsel Office for proper disposition.

6. PENALTIES.

6.1 The penalty of one (1) year suspension shall be imposed upon students who will conduct fund-raising activities without permission from the University. The same penalty shall also be imposed against all the officers and or members of the organization who will cooperate in the conduct of such activity without permit from the university.

6.2 The penalty of one (1) year suspension shall also be imposed upon students who, after receiving permit to conduct fund-raising activities, violate any provision of these guidelines or fail to submit post-activity reports to the University.

6.3 The accreditation of the organization who conducted fund-raising activities without permit shall be immediately revoked and the organization shall be barred from being re-accredited for a period of one (1) year. The same penalty shall be imposed on organizations which, after receiving permit to conduct fund-raising activities, violate any of the provision of these guidelines or fail to submit post-activity reports to the University.

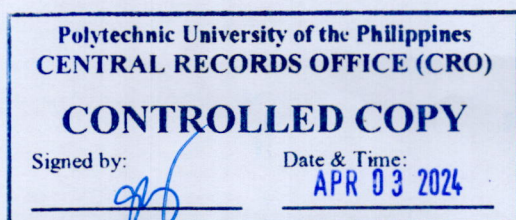
6.4 Any PUP employee or faculty who will participate or in any way cooperate in the conduct of fund-raising activities without permit may be held liable for grave misconduct without prejudice to criminal prosecution.

6.5 The penalty of dismissal from the University shall be imposed to repeat offenders.

6.6 The accreditation of the organization which will violate these guidelines the second time or oftener shall be immediately revoked and the organization shall be banned from the university.

7. EFFECTIVITY

Effective immediately upon the approval of the Board of Regents during its 184th Regular Board Meeting held on March 25, 2024.



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