REQUESTING ORGANIZATION		TITLE OF THE ACTIVITY	

NATURE OF ACTIVITY | TYPE OF ACTIVITY

CSO & Special Groups	USG	Through CSO/ DAAM	Through SLIFE
☐ Academic	☐ Student Service	☐ Assistance	☐ Concerts / Parties
☐ Special Interest	☐ Student's Rights & Welfare	☐ Awareness Campaign	☐ Donation Drive
☐ Departmental Initiative	☐ Rules and Policies	☐ Contest	☐ Fundraising Activity
☐ Fundraising	☐ Fundraising	☐ Distribution	☐ Media Coverage
☐ Community Development	☐ Community Development	☐ Focus Group Discussion	☐ OCCS Sponsored
☐ Organizational Development	☐ Organizational Development	☐ General Assembly / Recognition	☐ Off- Campus Activities
☐ Issue Advocacy	☐ Issue Advocacy	☐ Meeting	☐ Outreach
☐ Lasallian Formation/ Spiritual Growth	☐ Lasallian Formation/Spiritual Growth	☐ Recreation	☐ Tie-Up Activity (Internal/External)
☐ Outreach	☐ Outreach	☐ Recruitment / Audition / Election	☐ Seminar / Workshop (with Distinguished Speakers/Outside Pax)
		☐ Seminar / Workshop	☐ Solicitations / Sponsorships
		☐ Spiritual Activity	☐ Others:
		☐ Others:	

ACTIVITY DETAILS

DATE	TIME	VENUE	ENP	ENMP	Online Activity	☐YES ☐NO
REACH OF ACTIVITY: ☐ Batch Wide	☐ College Wide	☐ Organization Wide	☐ University Wide		**Activity in GOSM**	☐YES ☐NO

Submitted By: _____   Noted by: _____

Signature Over Printed Name / Date and Time   **Signature Over Printed Name / Date and Time**

☐ Faculty Adviser   ☐ USG Treasurer   ☐ EB in Charge

Organization President / Date and Time   **Signature Over Printed Name / Date and Time**

☐ LSPO   ☐ STRATCOM   ☐ OCCS

--*CSO/ DAAM/ SLIFE USE ONLY*--

Status	☐ Approved	☐ Pending	☐ Denied	☐ Please see me ASAP
Comments:				

Approved By

_____   Date: _____   Time: _____

☐ SLIFE / Laguna Campus Coordinator
☐ CSO APS
☐ USG DAAM

IN CASE OF CHANGE

DATE: _____
TIME: _____
VENUE: _____
APPROVED BY: _____

☐ SLIFE / Laguna Campus Coordinator
☐ CSO EVCAD
☐ USG DAAM

POST ACTIVITY REQUIREMENTS	
☐ Pre-Acts Requirements	☐ List of Participants & Winners
☐ General Attendance Log Sheet	☐ Signed MOA/s
☐ Audited List of Expenses	☐ Minutes of the Meeting
☐ List of Pictures	☐ Activity Report
☐ Approved Flyer / Poster	☐ Evaluation Results
☐ Sample Publication	☐ Learning Journals
☐ FRA Report	

DUE DATE:	STATUS:

Date and Time:
Date and Time: