



CHECKLIST OF REQUIREMENTS
for Extramural Activities of Student Organizations

Name of Student Organization: _____

- | | |
|--|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> International |
| <input type="checkbox"/> University-wide | <input type="checkbox"/> College-based |

Activity/Event: _____

Nature of Activity: ☐ Co-Curricular ☐ Extra-Curricular

Date & Time: _____ **Venue:** _____

President/Contact Person: _____

Course/Year/Section: _____ **Contact No.:** _____

Adviser/Faculty Companion: _____

Nature of Appointment: ☐ Regular ☐ Part-Timer

Contact No.: _____

- ☐ Approved Letter
- ☐ Accomplished Activity Proposal Form (**BuISU-OP-OSO-02F1**)
- ☐ Accomplished Adviser/Faculty Companion Form (**BuISU-OP-OSO-02F2**)
- ☐ Photocopy of Adviser/Faculty Companion BuISU identification card
- ☐ Invitation from sponsoring organization (for seminars, trainings, competitions, etc.)
- ☐ Endorsement from the:
 - ☐ Dean (for activities of college-based organizations) (**BuISU-OP-OSO-02F3**)
 - ☐ Adviser (for activities of college-based and university-wide organizations) (**BuISU-OP-OSO-02F4**)
- ☐ CHED Endorsement (if available)
- ☐ Parental Consent Form (If the activity shall be held outside Bulacan, the Parental Consent Form must be duly notarized) (**BuISU-OP-OSO-02F5**)
- ☐ List of Participants (**BuISU-OP-OSO-02F6**)
- ☐ Certification from the Office of Student Organizations
- ☐ Medical Certificate (required for international events)

Comments:

Checked by:

Noted by:

Mr. JOSEPH ROY F. CELESTINO
OIC Head of Student Organizations

Dr. REGINA G. DANGANAN
Director for Student Development

Recommending Approval:

Approved by:

OLIVER R. MARIANO, ASEAN ENG
Dean for Student Affairs and Sciences

Dr. EDGARDO M. SANTOS
Vice-President for Academic Affairs

