


VERSION NO. 2	MANUAL TITLE ACADEMIC AFFAIRS MANUAL	DOCUMENT NO. AAMB 7.4
	DOCUMENT NAME STUDENT CLUBS AND ORGANIZATIONS	REVISION NO. 1
		EFFECTIVITY DATE AUGUST 25, 2023
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1.0 OBJECTIVES

- 1.1 To identify student organizations which will develop leadership skills of the students.
- 1.2 To encourage the students to join accredited student organizations to develop their talents, skills, creativity, and self-confidence.
- 1.3 To develop camaraderie, unity and teamwork among students.
- 1.4 To promote loyalty and sense of belongingness to the students.

2.0 SCOPE

This applies to the annual identification and selection of student clubs and organizations.

3.0 POLICIES

3.1 Student Organizations Accreditation

3.1.1 Committee on Selection


- 3.1.1.1 The committee is composed of the members of the Office of Student Affairs such as the Leadership Development Coordinators and the Deputy Director for Student Affairs and Services and the Principal.
- 3.1.1.2 The main task of the group is to identify and deliberate student organizations to be offered for the academic year.
- 3.1.1.3 The decision of the committee shall be final.

3.2 Student Clubs and organizations are classified as follows:

- 3.2.1 **Administrative Organization** – these are the umbrella organizations that help the school as well the OSA in managing student activities. The administrative organizations are:
 - 3.2.1.1 Student Pupil Government and Junior Vanguard for Elementary
 - 3.2.1.2 Supreme Student Council and Dominican Vanguard for JHS
 - 3.2.1.3 Supreme Student Council and Dominican Vanguard for SHS
- 3.2.2 **Academic Clubs/Organizations** – these are organizations recognized and affiliated with academic programs which complement academic learning through organized activities that would enrich the academic offerings of different schools. These may be organized upon the need and availability of the faculty who will serve as moderator.
- 3.2.3 **Non-Academic (Interest) / Community-Based Affiliated Clubs/Organizations** – there are special interest organizations (e.g. cultural, sports, leadership, service-oriented, spiritual formation groups) constituted to assist in the development of student's talents, creativity, skills and awareness.

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3.3 All student organizations must have a qualified moderator who is a bonafide member of SDCA.

3.4 Requirements for clubs and organizations at the beginning of the academic year:

- 3.4.1 Constitution and By-laws for the Junior and Senior High School
- 3.4.2 Club Guidelines for the Elementary
- 3.4.3 List of members
- 3.4.4 Club Formation Plan of Activities for the Academic Year

3.5 Duties and Responsibilities of Student Clubs and Organizations

- 3.5.1 Each organization is required to submit an accomplishment and financial reports (if applicable) at the end of the academic year.
- 3.5.2 Submit an activity report (30) thirty days after the actual implementation of an activity duly approved by the OSA and the Principal.

3.6 Benefits of Student Clubs / Organizations. All duly accredited student organizations are entitled to these privileges:

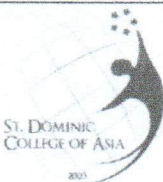
- 3.6.1 Hold social functions and other activities approved by the Office of the Student Affairs and the Principal
- 3.6.2 Conduct fund raising activities upon approval of the OSA and the Principal to be accompanied with the financial report at the end of the academic year.
- 3.6.3 Represent the school in other related external conferences, symposia, fora and competitions upon approval of the OSA and the Principal.
- 3.6.4 Use of school facilities as approved by the school.
- 3.6.5 Conduct related activities in partnership with institutional/community-based organizations (if applicable) upon approval of the OSA and the Principal.

4.0 PROCEDURES

<u>Responsibility</u>	<u>Activity</u>
Student Leadership Coordinator	<ol style="list-style-type: none"> 1. Submit recommendations for clubs and organizations to be offered for the academic year based on faculty profile and availability and interests of students. 2. Reviews and recommendations for approval of student clubs and organizations by the principal.
Deputy Director for Student Affairs and Services	<ol style="list-style-type: none"> 3. Reviews and the list of student clubs and organizations to be offered and recommends to the principal for approval.

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Principal

4. Approved the list of clubs and organizations.

Club Moderator

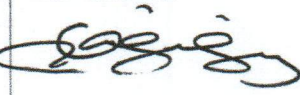
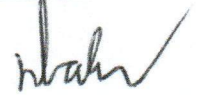
7. Submits the Club/Organization Constitution and by-Laws for JHS and SHS, Club Guidelines for Elementary and the Club Formation Plan for all levels.

8. Facilitate the conduct of meetings and activities of the club/organization.

9. Submits Club Performance Appraisal Rating Form at the end of the academic year.

I 5.0 LIST OF FORMS

5.1 Club Performance Appraisal Rating Form

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