

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

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STUDENT ACTIVITY REQUEST FORM

DR. MARIA ANGELES D. HINOSOLANGO

Vice-Chancellor, Student Affairs and Services

This University

I. NATURE OF ACTIVITY/EVENT: *Kindly fill out the necessary data/information.*

This form **MUST** be received in
OSA at the latest **5 days before**
the scheduled event.

Date of Activity Application					
Name of the Organization					
Name of the Representative					
Title of Event					
Type of Event (Symposium, Seminar-Workshop, Conference, Training, Concert, Assembly etc.)					
General Objective					
Specific Objectives	1.				
	2.				
Date of Event		Hours Duration		Start	
				End	
# of Participants		Venue of Event		Amount Allocated	
Source of Funds					

II) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

III) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

IV) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

V) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

VI) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Director, Student Affairs

VII) APPROVED: [] For approval [] For Disapproval

Reason/s for Disapproval:

VCSAS

VII) APPROVED: [] For approval [] For Disapproval

Reason/s for Disapproval:

PROVISIONS ON THE CONDUCT OF ANY STUDENT ACTIVITY

- FILING OF ACTIVITY REQUEST.** 7 days before the activity proper. Attach the following documents: a. Approved AWP b. Detailed Programme c. Parent Consent and Student Waiver *if it is an off-campus activity*
- MORATORIUM:** One week prior to preliminary, mid-term and pre-final; and two weeks before final examinations, all student organizations activities shall be suspended.
- LIQUIDATION/ACCOMPLISHMENT DEADLINE.** Organizations should submit one (1) copy of documentation report (Liquidation and Accomplishment Reports) not later than one (1) week or 7 days after the activity was conducted. Non-submission would mean non-approval or non-accreditation of the next activity.
- OFFICIAL RECEIPT:** All expenses incurred by the student organization should have corresponding Official Receipts. Job orders, cash vouchers, order receipts and delivery receipts are **NOT** accepted.
- HONORARIA AND DONATION:** An Acknowledgment Receipt Form from OSA will be used for honoraria and donations, duly signed by the Recipient/Beneficiary, disbursing officer or Treasurer, President and Moderator.

Provision on the Honoraria is subject to the University existing guidelines in relation to Budget Circulars released by DBM (1 *Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators*) and attachment of Curriculum Vitae (CV) of the invited guest. Such honoraria would be subject to the rate stipulated to existing policies for guests/speakers with Doctorate Degree, President of a Company, Manager of a Company, Director of a Division, CEO, CISO Officer, with Master's Degree, Teacher, Faculty, Trainer (with or without experience); c. Faculty, Personnel or Part-time Instructor of the University – *based on the University rate of the faculty or personnel (record can be accessed thru (HRMO)*

- ACCOMMODATION:** Accommodation of the student is subject to the Policy of the University and Budget Circulars released by DBM. Official Receipt is required for the liquidation report.
- RENTAL OF THE VENUE AND ENTRANCE FEE:** The rental of the venue and entrance fee will NOT be paid by the organization. The Organization is required to look for a FREE venue.
- TRANSPORTATION:** A Transportation Expense Report (TER) Form from OSA will be used for transportation. More than Php 150.00, TER form will be used by the officer-in-charge.
- MEAL AND SNACKS.** Meal will comprise breakfast, lunch and dinner while snacks include AM and PM snacks. 1). Php50.00 per meal 2). Php25.00 per snack.
- POSTING/DISPLAY OF ANNOUNCEMENT AND NOTICES.** All materials (flyers/posters/tarpaulin/streamers) are allowed for posting/hanging in designated areas within the university campus provided that it is duly approved and it observed the Student Handbook guidelines.
- STRICT IMPLEMENTATION OF CENTRALIZED MEMBERSHIP COLLECTION SYSTEM (CEMCOS) OF STUDENT ORGANIZATIONAL FEES.** All University-Based Student Organizations are NOT allowed to collect independently any amount from the students for affiliation.
- ACQUAINTANCE PARTY, OUTING, GRADUATION BALL, VICTORY PARTY, FELLOWSHIP.** Such activities will NOT be paid by the organization and should NOT be reflected in the AWP.
- VERIFICATION OF FINANCIAL REPORTS.** Always attach approved Student Activity Request Form for verification purpose (including purchase of supplies & materials and services) upon submission of financial reports. Absence of Approved SARF would mean non-approval of financial reports.