



ACTIVITY REQUEST FORM

Program / Activity Details:

*Date Requested: _____
*Organization/College involved: _____
*Direct contact: _____ *Position: _____
*Phone: _____ *Email: _____
Other committee members or contributors (with contact info)

*Program Title/Name: _____
*# of Sustainable Development Goal: _____
*Date & Time of Program: _____
*Duration of the Program: _____
*Location of Program: _____
*Media Coverage: _____
*Target Audience: _____ *Expected # of Participants: _____
*Projected Budget: _____ (Attached the budget proposal)
*Source of Budget: _____
If sponsors, list down name of sponsors participating:

*Sponsors must be accredited with the Student Development and Activities Office.

If students,

How much are you charging per student? _____
Is the payment compulsory or voluntary? _____
If the amount charged to a student is above ₱ 100.00, submit a document where at least 75% of the target audiences affix their signature in agreement to the amount charged.

***Type of Program / Activity**

Type of Activity: (seminar, quiz bee, etc.)

Learning Goals / Objectives:

Attach other available supporting documents (i.e. invitation, registration form, etc.)

The following should be submitted to the Student Development and Activities Office no later than 3 days after the event:

- 1) Liquidation of Expenses
- 2) Accomplished Evaluation (Provided by (SDAO)
- 3) 1-page narrative and a minimum of 5 attached photos with a short description
- 4) Attendance Sheet



SUSTAINABLE DEVELOPMENT GOALS



Prepared by: _____
President of Organization

Noted by: _____
Adviser College Dean

Reviewed by: Ma. Avon N. Nario
Coordinator, SDAO

Approved by: Marc Rey D. Galido
Director, SDAO

MS. MA. REINA ROSE D. GULMATICO
Assistant Vice President for Academic Services