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**ACTIVITY PROPOSAL FORM**

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| **Name of the Organization/ Class/ College:** | | | | **Acronym:** | | | **Organization Category** |
| ${organization} | | | | ${acronym} | | | ${Academic} Academic ${{Non-Academic}} Non-Academic  ${{ACCO}} ACCO ${{CSG}} CSG  ${{CLGU}} College-LGU |
| **Title of the Activity:**  **${activity\_title}** | | | | | | | **Type of Activity** |
| {{On-Campus}} On-Campus Activity  {{Off-Campus}} Off-Campus Activity  {{Online}} Online Activity |
| **Objectives**  {{objectives}} | | | | | | | |
| **Student Development Program Category:**  [ ] Organizational Management Development (OMP) [ ] Spiritual & Religious Formation (SRF) [ ] Others (Please Specify)  [ ] Knowledge & Skills Development (KSD) [ ] Research & Project Initiative (RPI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Capacity and Teambuilding (CT) [ ] Community Engagement & Social Advocacy (CESA) | | | | | | | |
| **Venue of the Activity:** | | | **Address of the Venue:** | | | | |
| **Date of the Activity:** | | | **Starting Time :** | | | **Finishing Time:** | |
| **Target Participants :** | | | **Expected Number of Participants:** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Applicant**  (Signature Over Printed Name) | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Moderator**  (Signature Over Printed Name) | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other Faculty/Staff to Oversee the Activity**  (Signature Over Printed Name) | | |
| Designation: | Date Filed | Date Signed | | | Date Signed: | | |
| Contact Number: | | Contact Number: | | | Contact Number: | | |
| **Noted by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **College Dean**  (Signature Over Printed Name) | | | | | | | |

**Note: Submit this form with the attached required documents enclosed in a folder at least five (5) working days before the implementation of the activity.**

**------------------------------------- FOR STUDENT SERVICES CENTER -------------------------------------------**

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| **Received by:** | | **Date Received:** |
| **Required Documents for On-Campus**  [ ] Activity Proposal / Design  [ ] Minutes of Meeting  [ ] Operational Guidelines / Safety Protocol  [ ] List of Participants  [ ] Budget Proposal  [ ] Resolution (if any)  [ ] Venue/Facility Booking Form (photocopy of the approved form) | **Required Documents for Off-Campus**  [ ] Activity Proposal/ Design [ ] Resolution (if any)  [ ] Minutes of Meeting [ ] Trip Ticket (for CJC Transportation )  [ ] Operational Guidelines / Safety Protocol [ ] Subcontracted Transportation  [ ] Parents’ Consent [ ] LTFRB Franchise  [ ] Notarized affidavit of Consent [ ] Registration  [ ] Medical Certificate [ ] Insurance Coverage  [ ] Approved Request for Medical Kit [ ] Assurance of Road Worthiness  [ ] Budget Proposal [ ] Driver’s License  [ ] List of Participants | |
| **Checked and Endorsed by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **LOUELLA MAY V. PLAZA**  **Student Activity Coordinator** | | **Approved by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MIGUELITO R. ESPINOSA**  **Director, Student Services** |

**GUIDELINES FOR STUDENT ACTIVITY PROPOSAL**

1. Secure from SSC the **Activity Proposal Form**. Thoroughly accomplish the form and make sure that all required documents are attached.
2. **Parent’s consent** is necessary for all off-campus activities. If the activity is scheduled overnight on-campus, the officers of the club are required to get approval from the School President. Parents’ Consent Form can be reproduced for each participating student. Fill-out necessary information; make sure that the moderator and the overseeing faculty/staff affix their signatures on the consent. Organizers are responsible to check, verify and collect the consent. Only those permitted by their parents / guardian shall be included in the official list of participants and be allowed to join the activity.
3. Submit the accomplished Activity Proposal Form with parent’s consent together with other requirements to the SSC at least five (5) working days before the date of the activity. Non-compliance or late submission of the requirements shall be a ground for disapproval of the activity.
4. Secure copy of the house rules to be read by the organizers during the orientation of the activity.

**STUDENT ACTIVITY HOUSE RULES**

**ON-CAMPUS ACTIVITY**

1. **Safety and Security Guidelines**
2. Organizers should ensure the presence of the moderator and / or an attending faculty /staff throughout the whole duration of the activity.
3. Organizers should immediately coordinate the College Clinic for medical assistance or first aid emergencies.
4. Using any kind of firecrackers and /or pyrotechnics and the like is strictly prohibited.
5. Participants should be made aware of the procedures in case of emergencies during the activity (e.g. fire and earthquake). Organizers should ensure that emergency exit routes and procedures are announced during the orientation or within the program.
6. For safety / security-related concerns, organizers should immediately coordinate with the College Prefect of Student Formation, the Safety Officer and/or the security personnel on duty.
7. When there is an imminent threat to the safety and security of students, whether natural or man-made, the school has the authority to suspend or cancel student activities.
8. Organizers and moderator should ensure that participants go home safely after the activity
9. **Discipline and Decorum**
10. Organizers and participants should at all times conduct themselves in a manner befitting of a true Cor Jesian.
11. Attendance, full attention and cooperation are expected from all participants in all activities of the program.
12. The organizers should ensure that the activity does not disrupt classes, office operations, and other on-going activities. Noise and sound system should be minimized.
13. Drinking of alcoholic or intoxicating beverages, smoking (including electronic cigarettes), gambling and vandalism are prohibited in all school-sanctioned activities. Any found guilty of such action will be subject to investigation and proper sanction.
14. Information and/or advertisement of the activity or any promotion through social media, fliers, tarpaulins, posters and the like should not contain double meaning, scandalous and immoral information. All sorts of information must be reviewed and approved by the SSC.
15. Any form of public immorality (e.g. gross display of affection, nudity, bad mouthing, etc.) is prohibited.
16. **Activity Schedule**
17. The activity should start and end on time, and avoid extension of time.
18. Students are expected to be punctual at all times to avoid delays in the schedule.
19. Organizers and participants should not be allowed to leave the venue while the activity is going on,
20. **Activity Venue**
21. Students should use school facilities with care.
22. Participants should observe the Clean as you go (CLAYGO) practice and proper waste disposal. Organizers should ensure announcement of this practice during the orientation of within the program proper.
23. Organizers should restore the venue after use. No one will leave the venue unless everything is clean and in-order.

**OFF- CAMPUS ACTIVITY**

1. **Safety and Security Guidelines**
2. Organizers are advised to conduct pre-departure/trip orientation for participants on safety precautions and other related matters.
3. The organizers should ensure the attendance of the moderator or an attending faculty / staff throughout the activity.
4. When there is an imminent threat to the safety and security of students, whether natural or man-made, the school has the authority to suspend or cancel student activities.
5. For safety and security matters, the school ID of Official Activity ID must be worn at all times.
6. The organizers are required to bring a medical first aid kit and must be knowledgeable in basic first aid.
7. Participants should be made aware of the procedures in case of emergencies during the activity (e.g. fire and earthquake). Organizers should ensure that emergency exit routes and procedures are announced during the orientation or during the program.
8. Going out from the venue during night is strictly not allowed.
9. Organizers and moderators should make sure that participants go home safely after the activity.
10. **Discipline and Decorum**
11. Organizers and participants should at all times conduct themselves in a manner befitting of a true Cor Jesian.
12. Attendance, full attention and cooperation are expected from all participants in all activities of the program.
13. Drinking of alcoholic or intoxicating beverages, smoking (including electronic cigarettes) and gambling are prohibited in all school-sanctioned activities.
14. Information and/or advertisement of the activity or any promotion through the use of social media and other multimedia resources should not contain double meaning, scandalous and immoral information. All sorts of information must be reviewed and approved by the SSC.
15. Any form of public immorality (e.g. gross display of affection, nudity, bad mouthing) is prohibited.
16. **Activity Schedule**
17. The activity should start and end on time, and avoid extension of time.
18. Students are expected to be punctual at all times to avoid delays in the schedule.
19. Organizers and participants should not be allowed to leave the venue while the activity is going on.

**D. Activity Venue**

1. Participants should abide by the rules and regulations of the venue or host institution.
2. Participants should observe the c*lean as you go (CLAYGO)* practice and proper waste disposal. Organizers should ensure announcement of this practice during the orientation or within the program proper.
3. Organizers should restore the venue after use. No one will leave the venue unless everything is clean and in-order.
4. No one is allowed to leave the vicinity of the area without the permission of the moderator/head and until the  
   activity ends.
5. There should be separate sleeping quarters/areas for males and for females (for overnight activities)

**As the event is an official school activity, other rules and regulations explicitly stated in the College Student Handbook shall apply.**