



FORM 03

APPLICATION FOR OFF-CAMPUS ACTIVITY

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

- CO-CURRICULAR EXTRA CURRICULAR CULTURAL GROUP PERFORMING ARTS GROUP

NATURE OF THE ACTIVITY:

- General Assembly Competition Others, pls. specify: Seminar / Workshop Community Service

TITLE OF THE ACTIVITY: \_\_\_\_\_

OBJECTIVE/S:

- Objective lines with arrowheads

PROPOSED DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

PARTICIPANTS: \_\_\_\_\_

Name of participants: \_\_\_\_\_

SOURCES OF FUND:

- Colegio Subsidy Organization Fund Others, pls. specify:

Accompanying Person-in-authority: \_\_\_\_\_

Submitted by: \_\_\_\_\_ PRESIDENT / Date

Certified true and correct: \_\_\_\_\_ ADVISER / Date

Noted by: (For Co-Curricular Organizations) \_\_\_\_\_ COLLEGE DEAN / Date

Recommending Approval: \_\_\_\_\_ DIRECTOR, OSWD / Date

APPROVED BY:

VICE – PRESIDENT, ACADEMIC AFFAIRS

REMINDERS:

- 1. Application must be APPROVED at least 10 working days before the proposed date of the activity. 2. Transaction in hiring bus/es must be done by the adviser and the president upon consultation with the Financial Affairs Office. 3. Presence of the adviser is required in the activity.

Checklist for attachments: Letter of Invitation, Letter of Intent, Budget proposal, List of Participants, Letter to Parents, Remarks.