



FORM
05

APPLICATION FOR FUND RAISING ACTIVITY

DATE: _____

ORGANIZER OF THE ACTIVITY: _____

NATURE OF THE ACTIVITY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Competition | <input type="checkbox"/> General Assembly | <input type="checkbox"/> Others, pls. specify: |
| <input type="checkbox"/> Seminar / Workshop / Convention | <input type="checkbox"/> Social Function | _____ |

OBJECTIVE/S:

- _____
- _____
- _____
- _____

PROPOSED DATE: _____

TIME: _____

VENUE: _____

TARGET MARKET: _____

DONOR / SPONSOR: _____

BENEFICIARIES: _____

(Please accomplish in a separate sheet the breakdown of expenses.)

SOURCES OF CAPITAL: _____

EXPECTED NET INCOME: _____

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

VICE – PRESIDENT, FINANCIAL AFFAIRS

REMINDERS:

1. All recognized student organization may be allowed to raise funds once every semester.
2. No fund raising activity shall be scheduled two (2) weeks before any major examination for each semester.
3. If the activity will be held in campus, the Vice - President for Academic Affairs and the Vice - President r for Financial Affairs must approve the same respectively.
4. Financial report must be submitted within 5 days after the activity.
5. All revenues and expenses should be properly receipted.
6. Physical presence of the adviser is strictly required.

**** DO NOT FILL OUT THIS BOX ****

- Letter of Intent addressed to the Director
- Budget proposal for the Capital
- Accomplished Financial Affairs Form

Remarks: _____

Student Development Coordinator