Colegio de San Juan de Letran
DEPARTMENT OF STUDENT AFFAIRS

FORM 102

APPLICATION FOR IN-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:

- _____
- _____

PROPOSED DATE: _____
TIME: _____
VENUE: _____
PARTICIPANTS: _____
No. of participants: _____
SPEAKER/S or FACILITATOR/S: _____

SOURCES OF FUND:

❑ Colegio Subsidy ❑ Organization Fund ❑ Others, pls. specify:_____

Submitted by:

_____
PRESIDENT / Date

Certified true and correct:

_____
ADVISER / Date

Noted by: (For Co-Curricular Organizations)

_____
COLLEGE DEAN / Date

Recommending Approval:

_____
DIRECTOR, DSA / Date

APPROVED BY:

_____
VICE – PRESIDENT, ACADEMIC AFFAIRS

REMINDERS:

1. Application must be **APPROVED at least 5 working days** before the proposed date of the activity.
2. Application must be attached with the following documents:
   - Letter of Intent regarding activity, noted by Adviser and College Dean
   - Detailed program flow
   - Detailed budget proposal
   - Resume of the speaker (for seminar)
3. Accomplish the routing sheet attached on this form.
4. **Presence of the adviser is required in the activity.**

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

❑ Letter of Intent ❑ Program Flow Remarks: _____
❑ Budget Proposal ❑ Resume Student Development Coordinator