Colegio de San Juan de Letran
DEPARTMENT OF STUDENT AFFAIRS

FORM 103

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:

- _____
- _____

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, DSA / 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.**

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

❑ Letter of Invitation ❑ List of Participants Remarks: _____
❑ Letter of Intent addressed to the DIrector ❑ Letter to Parents (with signature and contact no.) Student Development Coordinator
❑ Budget proposal