



**Colegio de San Juan de Letran**  
**DEPARTMENT OF STUDENT AFFAIRS**



**FORM  
105**

**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, DSA / 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.

<b>** DO NOT FILL OUT THIS BOX **</b>	
<input type="checkbox"/> Letter of Intent addressed to the Director <input type="checkbox"/> Budget proposal for the Capital <input type="checkbox"/> Accomplished Financial Affairs Form	Remarks: _____ Student Development Coordinator