



FORM
110

APPLICATION FOR ONLINE ACTIVITY

ORGANIZATION: _____ DATE: _____

- CO-CURRICULAR
- EXTRA CURRICULAR
- CULTURAL GROUP
- PERFORMING ARTS GROUP

NATURE OF THE ACTIVITY:

- General Assembly
- Competition
- Others, pls. specify: _____
- Webinar / 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:

Certified true and correct:

PRESIDENT / Date

ADVISER / Date

Noted by: (For Co-Curricular Organizations)

Recommending Approval:

COLLEGE DEAN / Date

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.**

<input type="checkbox"/> Letter of Intent <input type="checkbox"/> Budget Proposal	** DO NOT FILL OUT THIS BOX ** <input type="checkbox"/> Program Flow <input type="checkbox"/> Resume	Remarks: _____ <div style="text-align: right;">Student Development Coordinator</div>
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