

Office of Student Activities

Activity Approval Form AAF

Vinzons Hall Annex University of the Philippines Diliman

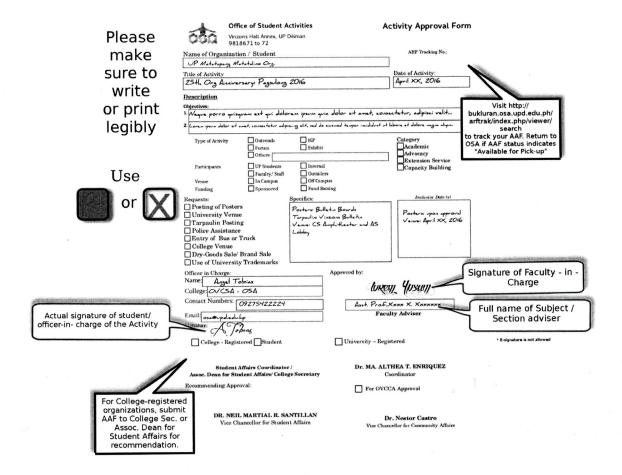
Name of Class/ Or	ARF Tracking No.:			
Title of Activity	Date of Activity:			
Description of activi	ty			
1.				
2.				378
Type of Activity	☐ Outreach ☐ Forum ☐ Others	☐ IGP ☐ Exhib	it	Category 'Academic 'Advocacy Extension Service
Participants	☐ UP Students ☐ Faculty/ Staff	☐ Intern	ders	Capacity Building Community Service
Venue Funding	☐ In Campus☐ Sponsored	☐ Off Ca ☐ Org. F	mpus unded	Proposal/ Upcoming Report
☐ College Venue ☐ University Venue (☐ Posting of Posters (☐ Tarpaulin Posting ☐ Dry-Goods Sale/ Bi ☐ Use of University To (OVCRD)	(OVCSA) (OVCCA) rand Sale (BCO)	ı	Annuavad hvv	
Officer in Charge:			Approved by:	
Name: College:				***************************************
Position: *Signature:				Faculty Adviser ture over printed name)
Student Assoc. Dean for St	Affairs Coordinator / udent Affairs/ College S ture over printed name)		□ University –	Registered Student Org. ALTHEA T. ENRIQUEZ Coordinator
Recommending Approval:			□ (For OVCCA A	pproval

Prof. JERWIN F. AGPAOAVice Chancellor for Student Affairs

Vice Chancellor for Community Affairs

Attachments:

- · Letter of Consent from (NEW) adviser
- **Letter for the Vice Chancellor for Student Affairs regarding the Proposed program and full description of the activity and different requests
- Application form for use of UP trademarks and logo, and printed picture of sample merchandise w/ logo
- Application form or letter for use of university facilities and posting of tarpaulins.
- List of applicants and an undertaking that the initiation and induction rites in in compliance to University rules and regulations
- Sample of poster to be posted
- · Sample tarpaulin with dimensions
- Venue reservation form or letter
- Letter of Request to the Director of UPDP for police assistance
- Letter of Request to the Dean for use of College Facility
- Letter of request to the Vice Chancellor for Community Affairs when activity includes trucks or bus entry to the University. This should include the plate numbers and description of the specific trucks and buses
- List of applicants and Undertaking that the initiation rites and inductions comply with University rules and regulations.
- Application form for request of grant from OICA
- Letter for the Business Concessions Office (BCO) for any type of selling within Academic grounds.
- ** Required for all activities except reports of off-campus activity/ies.



Nature of Requests	***SUGGESTED number of working days of submission before date of event	AAF Tracking Guide AAF may be claimed upon "Available for Pick-up" Status
College Venue	As early as 2 months to 10 working days	OSA - OVCSA - OSA
University Venue	As early as 2 months to 10 working days	OSA - OVCSA - OVCCA - OSA
Posting of Posters	As early as 1 month to 5 working days	OSA – OVCSA – OSA
Tarpaulin Posting	As early as 1 month to 10 working days	OSA - OVCSA - OVCCA - OSA
Dry Goods Sale/ Brand Sale	As early as 1 month to 10 working days	OSA - OVCSA - OSA
Use of University Trademarks	As early as 2 months to 7 working days	OSA – OVCSA – OSA
Other Requests	As early as 1 month to 10 working days	OSA - OVCSA - optional office - OSA

^{***}Make sure that required attachments are complete. OSA is not liable for the delay of your activity due to incomplete or late forms and attachments.