



**APPLICATION FORM FOR
RECOGNITION AND ACCREDITATION
OF COLLEGE STUDENT ORGANIZATIONS**

INSTRUCTIONS:

1. Read the College Policy and System for the Recognition/Accreditation of Student Organizations.
2. Duly accomplish Page 1 of the Application form. Check which status is the organization applying for.
3. From Page 2-5 of the Application Form, the sample formats of the documents to be submitted should aid you in preparing the documents required for the recognition /accreditation process. The contents of the organization's documents shall be essential in assessing the effectiveness and function of the organization.
4. For the letter of application, indicate whether you are applying for recognition and accreditation. If the documents are passed beyond the deadline, cite reasons for the cause of delay. Letter must be endorsed by the moderator and addressed to Fr. Ritche B. Elot, S.J. (Director of Student Affairs).
5. Cite when the organization's constitution was last revised and amended.
6. Acceptance letter of moderators for co-curricular organizations must be endorsed by the department chairperson/program director and approved by the college dean.
7. For the list of officers, please include their contact numbers and email addresses.
8. There is a form for the moderator's positive evaluation on Page 6. If the space provided for the moderator's evaluation is not enough, simply attach the additional document to the form.
9. Submit the documents in long white paper folder held by a fastener at the upper center of the documents. The first page should be the Page 1 of the Application form. Size of paper can either be short or long.
10. The original files must be kept by the organization. Submit only the photocopy of the required documents. Arrange the documents according to the order cited in the Page 1: Checklist of Documents for Submission.
11. Submit the documents on or before **June 21** (Third Monday of the Month).

For inquiries, contact the following:

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**RECOGNITION or ACCREDITATION
of College Student Organizations**

Organization's Details and Checklist

Name of Organization: _____ For Recognition For Accreditation
 Classification: Co-curricular Extra-curricular Status: New Old (specify years) _____
 Number of Members: _____ Break Down: 1st year: _____ 2nd year _____ 3rd year _____ 4th/ 5th year _____
 President: _____ Course/Year: _____
 Contact No: _____
 Moderator: _____ College/Department/Unit: _____
 Contact No: _____
 Co-Moderator: _____ College/Department/Unit: _____
 Contact No: _____
 Spiritual Director, if any: _____ College/Department/Unit: _____
 Contact No: _____

Checklist of Documents for Submission

For New Organization

<input type="checkbox"/>	1. Letter of Application for Recognition
<input type="checkbox"/>	2. Statement of Organizational Mission and Vision or Copy of Constitution and By-Laws which should include internal rules and guidelines of the organization on membership recruitment, admission, suspension and retention
<input type="checkbox"/>	3. Proof of Affiliation with mother organizations and/or network external to the university or other organizations similar in nature, <i>if applicable</i>
<input type="checkbox"/>	4. List of officers and members, including student numbers.
<input type="checkbox"/>	5. Acceptance letter from the moderator.
<input type="checkbox"/>	6. Plan of Activities for the School Year that is compliant with the IFP framework and design.

For Recognition

<input type="checkbox"/>	1. Letter of application for recognition
<input type="checkbox"/>	2. Amendments to constitution and by-laws, <i>if any</i>
<input type="checkbox"/>	3. Submission of amendments to previous organizational guidelines or additional organization guidelines, <i>if any</i>
<input type="checkbox"/>	4. Proof of affiliation with mother organizations and/or network external to the University or other organizations similar in nature, <i>if affiliation was previously non-existent</i>
<input type="checkbox"/>	5. Updated list of officers and members, including student numbers
<input type="checkbox"/>	6. Plan of activities for the school year that is compliant with the IFP framework and design
<input type="checkbox"/>	7. Acceptance letter from the moderator
<input type="checkbox"/>	8. Minutes of regular meeting
<input type="checkbox"/>	9. Accomplishment report for the previous school year (based on the evaluation of its programs)
<input type="checkbox"/>	10. Proof of attendance of any three of its officers in the formation required for student leaders, as organized by the FSSO/IFC
<input type="checkbox"/>	11. Audited Financial Report for the previous school year

For Accreditation

<input type="checkbox"/>	1. Letter of application for accreditation
<input type="checkbox"/>	2. Amendments to constitution and by-laws, <i>if any</i>
<input type="checkbox"/>	3. Submission of amendments to previous organizational guidelines or additional organizations similar in nature, <i>if affiliation was previously non-existent</i>
<input type="checkbox"/>	4. Proof of affiliation with mother organization and/or network external to the University or other organizations similar in nature, <i>if affiliation was previously non-existent</i>
<input type="checkbox"/>	5. Updated list of officers and members, including student numbers
<input type="checkbox"/>	6. Acceptance letter from the moderator
<input type="checkbox"/>	7. Minutes of the meetings
<input type="checkbox"/>	8. Proof of attendance of any three of its officers in the formation required for student leaders, as organized by the FSSO/IFC/CGM.
<input type="checkbox"/>	9. Audited Financial Report for the previous school year.
<input type="checkbox"/>	10. Two-year accomplishment report of projects and activities carried out by the organization explaining how to contribute to the university mission and IFP intents
<input type="checkbox"/>	11. Plan of Activities for the School Year that is compliant with the IFP framework and design.
<input type="checkbox"/>	12. Moderator's positive evaluation of the applicant organization

**FORMAT FOR DOCUMENTS TO BE SUBMITTED
FOR RECOGNITION/ACCREDITATION OF STUDENT ORGANIZATIONS**

Calendar of Activities

- a. This form must cite the proposed activities of the organization in the present school year.
- b. Cite both activities for the first and second semester.
- c. Activities must be arranged according to first activity to be implemented until the last activity of the school year.
- d. Objectives for each activity must be in bullet form.
- e. Include activities of FSSO/academic units/other offices in the University that the organization will participate if it is a regular commitment (e.g. Mass sponsorship).
- f. Differentiate activities sponsored by your organization from participated by the organization.
- g. Refer to the *Ignatian Formation Program Design for College Students and for Student Volunteers, Student Leaders, or Orgs* to categorize each activity in the following areas: Personal Spirituality, Community Spirituality, Student Spirituality, and Social Spirituality.
- h. Activities that are expected to be present in the calendar:
 - General Election (preferably scheduled before the end of the school year to give time for new set of officers to plan during the summer break)
 - General Assembly
 - Regular Meetings
 - Midyear Planning and Evaluation
 - Year-end Planning and Evaluation

**CALENDAR OF ACTIVITIES
S/Y 2009-2010**

DATE	ACTIVITY	VENUE	OBJECTIVE(S)	IFP KEY RESULT AREA	POINT PERSON
June 26, 2009	Orientation for New Members	IMC	<ul style="list-style-type: none"> • To welcome and orient new members 	Community Spirituality	Juan
July 5, 2009	Y Week	Xavier Hall	<ul style="list-style-type: none"> • To showcase the activities of the organization • To develop the competence and skills of the organization's members • To build camaraderie among members 	Student / Community Spirituality	Juana

Accomplishment Report

- a. This report should contain the activities implemented by the organization.
- b. Organizations applying for recognition will be required to pass the previous year's accomplishment report while organizations applying for accreditation will be required to pass a two-year accomplishment report.
- c. The *Description of Activity* should narrate the preparation, implementation and evaluation of the activity in a detailed paragraph form.
- d. Include the number and names of organizers, participants and beneficiaries, flow of the program, etc.
- e. Attach concept paper/approved project proposal, liquidation reports, registration, sample of accomplished evaluation forms, pictures, modules used in the activity to support accomplishment reports
- f. The *Evaluation* part should assess the significance, implementation and impact of the activity to the organizers, participants and beneficiaries. In a paragraph form, describe the significance and impact of the activity for the participants. You may cite feedback from evaluation forms of participants
- g. Attach materials used to evaluate the activity. You can use S.W.O.T. (Strengths, Weaknesses, Opportunities, Threats) Analysis or Situation Appraisal Technique to assess the activity among officers. Include evaluation tools used to evaluate activity such as collated result from evaluation forms, reflection papers from participants.

ACCOMPLISHMENT REPORT
S/Y 2008-2009

ACTIVITY TITLE: Y Week

DATE OF IMPLEMENTATION: July 5, 2009

VENUE: Xavier Hall

NO OF PARTICIPANTS / BENEFICIARIES:

- 300 members
- 5 Resource Speakers
- 15 staff

OBJECTIVES:

- To showcase the activities of the organization
- To develop the competence and skills of the organization's members
- To build camaraderie among members

DESCRIPTION OF ACTIVITY:

The Y Week is a week-long activity of the organization which...

To prepare for the activity, the event head formed different committees and....

For the first day of the activity, there was a parade....followed by an exhibit....A competition among members was also conducted...Guest speakers were...An awards night concluded the event...winners were...

EVALUATION:

The activity was considered as success given the number of participants who attended....Logistics for the activity could have been improved...Feedback from participants were...

**Attach/include proposals, photos, registration/attendance sheet, collated evaluation report, SWOT Analysis/Situation Appraisal Report*

Minutes of the Meeting

- a. This document should note the proceedings of the meetings conducted by the organizations in the previous school year.
- b. The document must indicate who were present and who were absent from among the officers/members who are suppose to be in attendance.
- c. If possible, this document should quote the persons participating during the meeting and should be signed by those in attendance.
- d. The content should include the agendas of the meeting and its corresponding presenters. If the organization has to come up with a decision, this document should reflect how the organization decided and what the resolution was. A summary of agreements will help synthesize the results of the meeting.
- e. The document must be certified by all those who were in attendance and by the secretary of the organization or documenter of the meeting.

MINUTES OF THE MEETING

Date: June 5, 2009

Time: 4:30-6:00 pm

Venue: MR17

Attendance:

Agenda:

- Orientation for New Members
- Preparation for Y Week

Content:

1. Mr. de la Cruz began the meeting by leading the group into a prayer.
2. Mr. de la Cruz welcomed the officers and members for the new school year. He also presented the agenda for the meeting...

Summary of Agreements:

- The president shall be the event head for the Orientation for New Members.
- Committees were formed for the preparation of Y Week.

Prepared by:

Signature above name of Secretary
Secretary

Certified true and correct by:

Signature above name of President
President

Liquidation Report

- a. The financial report should present the financial resources and expenses of the organization.
- b. The report should be certified by the treasurer and the auditor.
- c. For each activity implemented, a liquidation report must detail the expenses incurred in the organization. Include official receipts (You may also attach file copy of liquidation report submitted to the Treasurer's Office).
- d. A separate report on the total expense of the organization must summarize the expenses of the organization.
- e. If amount advanced is more than expenses, cite it as *amount returned*. If expenses exceed amount advanced, cite *amount reimbursed*.

**FINANCIAL REPORT
S/Y 2009-2010**

Membership Fee: Php 50.00
Number of Members: 300
Current Balance Fund: Php 0.00
Previous Balance from S/Y 2008-2009: Php 0.00
TOTAL BALANCE: Php 15,000.00

JUNE

PARTICULARS	EXPENSES	CAPITAL/INCOME
Cash Beginning Balance, 06/03/09		Php 15,000.00
Y Week		
06/25/09, i.e. supplies needed	2,500.00	
06/25/09, Transportation expenses	100.00	
06/26/09, Additional Supplies	1,000.00	
LESS: TOTAL EXPENSES		(3,600.00)
CASH ENDING BALANCE as of June		Php 11,400.00

JULY

PARTICULARS	EXPENSES	CAPITAL/INCOME
Cash Beginning Balance, 06/03/09		Php 11,400.00
Additional Income:		
07/30/09, IGP Income		1,000.00
TOTAL CASH		Php 12,400
Income Generating Project		
07/27/09, i.e. supplies needed	1,700.00	
07/27/09, Transportation expenses	100.00	
LESS: TOTAL EXPENSES		(1,800.00)
CASH ENDING BALANCE as of July		Php 10,600.00

Prepared by:

Signature above name of Treasurer
Treasurer

Certified by:

Signature above name of Auditor
Auditor

Noted by:

Signature above name of President
President

Signature above name of Moderator
Moderator

LIQUIDATION REPORT

NAME OF ACTIVITY: Y Week
DATE OF ACTIVITY: July 5, 2009
EVENT HEAD: Juan de la Cruz
AMOUNT ADVANCED: Php 5,000.00
SOURCE OF FUND: Organization's Fund / Membership Fee

DATE	OR / INV NO.	PARTICULARS	AMOUNT
06/25/09	12345	i.e. supplies needed	2,500.00
06/26/09	15427	Additional supplies	100.00
06/26/09	Transportation Expenses	Transportation expenses	1,000.00
TOTAL EXPENSES			Php 3,600.00
AMOUNT ADVANCED			Php 5,000.00
AMOUNT TO BE RETURNED/REIMBURSED			Php 1,400.00

Prepared by:

Signature above name of Treasurer
Treasurer

Certified by:

Signature above name of Auditor
Auditor

Noted by:

Signature above name of President
President

Signature above name of Moderator
Moderator



MODERATOR'S POSITIVE EVALUATION

School Year _____ - _____

Organization in which you are the moderator/co-moderator/spiritual director: _____

Name: _____ College / Department / Unit: _____

Contact Number: _____ Email address: _____

Moderator Co-moderator Spiritual Director

Number of years as moderator/co-moderator/spiritual director: _____

What is your overall evaluation of the impact of the organization? (Please check one)

High Impact: The impact of the organization was felt to a very large extent by a majority of its members and of the community. Significant changes were brought about because of its activities.

Medium Impact: The impact of the organization was felt to an average extent by a majority of its members and of the community. Some positive changes were brought about because of its activities.

Low Impact: The impact of the organization was felt to a little extent by a majority of its members and of the community. Little change was brought about because of its activities.

Please evaluate the organization in which you are the moderator/co-moderator/spiritual director. The following questions below will guide you in evaluating the organization. Feel free to include other relevant information about the organization. You may use a separate sheet in answering the questions.

1. How would you describe your organization as a balancing mechanism for the student's college life?
2. How would you describe the relationship between the officers and members?
3. How would you describe the planning, organizing and implementing of the organization's activities?
4. How would you assess the impact of the organization's activities to the university and the community?
5. What do you think are the strengths of the organization?
6. What do you think are the areas in which the organization can still improve?
7. What are your comments / suggestions for the organization?

Signature of Moderator: _____ Date: _____