

TO: **AdZU Community**  
FROM: **Office of Student Affairs, Higher Education Unit**  
RE: **Guidelines for Club/Organization Activity Procedures**

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Dear AdZU Community,

Shalom!

Below are the revised guidelines for student organizations requesting approval for on-campus and off-campus activities. These guidelines promote streamlined procedures for organizing student events and reduce the need to route documents through multiple offices. By simplifying the request and approval process, we aim to uphold university protocols, protect the welfare of all participants, and encourage responsible leadership and coordination among student leaders. Your cooperation is vital in maintaining an environment that supports meaningful and secure student involvement.

### **GUIDELINES FOR CLUB/ORGANIZATIONAL IN-CAMPUS ACTIVITIES**

1. The President (or representative) of a recognized campus club or organization shall submit a written request to the **Office of Student Affairs** (OSA), addressed to the Director, indicating the date, time, place, list of participants, and the purpose of the activity, duly noted by the moderator.
2. Upon approval, the president or representative of the recognized campus club or organization must fill **out FORM A1.1** from the Office of Student Affairs. This form includes a checklist of requirements such as the list of participants, schedule of activities, and a photocopy of the ID of the moderator, Dean of the College/School, or Head of Office.
3. For overtime activities extending beyond 8:30 p.m., or overnight activities, the President (or representative) of a recognized campus club or organization shall submit a written request to the Office of Student Affairs. All attending members must submit a duly signed Parent's Consent and Waiver.
4. When requiring the entry of guests, materials, or equipment, permission must be secured from the Office of Administration and the University Security Office. An approved letter from the OSA is attached.
5. If you have an emergency, please report immediately to the AdZU security personnel and inform them of the nature of the emergency so they can provide proper assistance and action.
6. Approval for any on-campus activity must be secured **three (3) days** before the event. The office responsible for the different venues and classrooms is listed in FORM A1.1.

7. The Office of Student Affairs shall manage all approvals for on-campus activities.
8. The club or organization moderator must accompany the participants throughout the entire duration of the activity.
9. A medical certificate is required for any strenuous activity.

#### **GUIDELINES FOR CLUB/ORGANIZATIONAL OFF-CAMPUS ACTIVITIES AND OUT-OF-TOWN TRAVEL:**

1. The President (or representative) of recognized campus clubs and organizations shall submit a written request to the **Office of the Vice President for Higher Education**, addressed to the VP for Higher Education, noted by the **moderator** and duly endorsed by the **Office of Student Affairs**. The request must indicate the date, time, place, list of participants, and purpose of the activity.
2. Upon approval, the president or representative of the recognized campus club or organization must fill out **FORM A2.2 for off-campus activities** or **FORM A3.3 for out-of-town activities** from the Office of Student Affairs. These forms include a checklist of requirements, such as the list of participants, activity schedule, duly signed parental consent and waiver, and photocopies of the IDs of the moderators, Dean of the College/Schools, or Head of Office. All requirements must be submitted to the Office of Student Affairs for processing and approval.
3. All off-campus activities must secure approval from the Office of Security to ensure that the venue(s) are safe for the activity. An approved letter from the **Office of the Vice President for Higher Education**, duly noted by the **Office of Student Affairs**, must be attached.
  - 3.1 If possible, the off-campus activity should be within city limits only (i.e., within a 7-kilometer radius).
  - 3.2 The itinerary must be reviewed and strictly followed. If necessary, AdZU vehicles must be arranged with the PPO, following the rules and guidelines governing their use.
  - 3.3 During the activity, students are not allowed to leave the venue except for valid reasons such as sickness, family emergency, or death of a family member.
  - 3.4 The moderator must be notified when the students leave the venue, and their parents or family must fetch them.

4. The approved itinerary must be strictly followed for out-of-town travel, except for valid reasons such as inclement weather or road conditions.
  - 4.1 The club or organization should shoulder the moderator's registration, accommodation, and travel expenses.
5. Participants' safety is paramount; hence, the buddy system and periodic headcounts are highly encouraged.
  - 5.1 Separate rooms or sleeping quarters for males and females must be provided.
  - 5.2 First aid kits must be readily available, and the locations of the nearest hospital, police station, and essential contact numbers must be known.
6. Approval for any off-campus and out-of-town travel activities must be secured at least **one (1) week** before the scheduled activity.
7. In case of emergency, please inform the following offices immediately:
  - Office of Student Affairs (991-0871 local numbers 2204/2205)
  - University Infirmary (991-0871 local number 4800 for medical concerns)
  - University Security Office via emergency hotlines at 09759925415
8. The club or organization moderator must accompany participants throughout the activity.
9. A medical certificate is required for any strenuous activity.
10. The University shall not be held liable for any injuries resulting from accidents caused by human error, equipment failure, or force majeure during the transport of participants. Likewise, it shall not be responsible for the health and safety of participants who decide to leave the venue where they are officially staying without the express permission of authorized University personnel. This applies to both in-town and out-of-town travel.

For your information and guidance. Thank you.

Blessings,

**(sgd) Judith Joy V Tugade**  
Director, Office of Student Affairs

Noted by:

**(sgd) Fr Rene C Tacastacas, SJ**  
Vice President for Higher Education

