



Office of
Student
LIFE

Office of Student - LIFE
Leadership Involvement, Formation and Empowerment
De la Salle University - Manila
2401 Taft Ave., Manila, Philippines

Process Seminar Request Form

To: **Coordinator for Operations of Student Organizations, Office of Student LIFE**

From: _____
Name of Requesting Person

Position and Organization

Good Day!

We would like to seek assistance from your good office for the following request(s):

Assistance Needed	Reason	Target Date/Time	Expected No. of Participants

Profile of Participants:

Special Requirements / Additional Information:

Contact Person: _____
Name of Contact Person

Position

Contact Number/s and Email

Terms and Conditions

1. Request form must be submitted at least two (2) weeks prior the date of intervention. Please accomplish this form in duplicate.
2. Priority will be given to the requesting organization who submits this form at an earlier date.
3. The requesting organization is only allowed to reschedule their requested intervention maximum of two (2) times after the conduct of the TNA.
4. In case of postponement or cancellation of the requested intervention, the contact person of the organization should inform the Office of Student LIFE at least three (3) working days prior the date of the intervention.
5. The office of Student LIFE has the right to deny or cancel any request when deemed necessary.

I guarantee that all the information written here are true and correct. I have read and understood the terms and conditions written here and will abide by them.

Signature over Printed Name of Requesting Person

Position and Organization

To be filled up by the Office of Student LIFE:

Received By: _____
Date Received: _____

Status of Request:

Approved

Denied

Remarks: _____

Coordinator for Operations of Student
Organizations, Office of Student LIFE



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GUIDELINES FOR PROCESS SEMINAR REQUEST

BEFORE THE INTERVENTION

1. All requests must be made by submitting to the Office of Student LIFE the **PROCESS SEMINAR REQUEST FORM**, a minimum of two (2) weeks prior to the date of the intervention. The form can be downloaded at the DLSU Website. All details should be completed.
2. Requesting organization should attend the scheduled **Training Needs Assessment (TNA)** meeting to be scheduled by the Office of Student LIFE. The organization must be represented at least by:
 - Two (2) executive board officers
 - Two (2) active members
3. Attend the program design presentation with the Office of Student LIFE Representative/s. The organization may be represented by at least two (2) executive board officers who were also present during the TNA. In the event of modifications on the program design, another presentation shall be scheduled and the same provision should follow.
4. Venue must be confirmed with the Office of Student LIFE at least one (1) week before the scheduled intervention.
5. The requesting organization is only allowed to reschedule their requested maximum of two (2) times after the conduct of the TNA.
6. Failure to comply with the above requirements shall result in the indefinite postponement of the intervention.

DURING THE INTERVENTION

1. The organization shall be responsible for informing its members of its scheduled intervention. Hence, the Office of Student LIFE shall be expecting 100% attendance, based on the agreed expected number of participants. In case the organization fails to meet this number, the Office of Student LIFE shall be giving the organization a grace period of 15 minutes for interventions with duration of less than 2 hours and a grace period of 30 minutes for interventions that are 2 hours or more to meet **70%** of the total expected number of participants. Failure to meet the 70% attendance would result in the **cancellation** of the intervention. In cases where there are excess participants, only five (5) more than the expected number will be accommodated.

2. It is expected that the participants shall be staying until the end of the program. If **30%** of the total registered participants leave before the end of the program, this shall likewise be considered as a cancellation and shall merit its corresponding sanctions.
3. The organization shall provide the following:
 - ☞ Multimedia projector and laptop
 - ☞ Nametags
 - ☞ Registration Sheet/s
 - ☞ Evaluation Forms (photocopy)
 - ☞ Other materials and equipment to be used
4. If the intervention runs for the whole day or more, the organization may opt to shoulder the food expenses of the resource person(s)/ facilitator(s)/ consultant(s) conducting and/or assisting in the intervention.

AFTER THE INTERVENTION

1. The organization shall be providing the Office of Student LIFE with a copy of the *written documentation and the registration sheet of intervention, three (3) working days after*. Non-compliance of the post- intervention requirements will merit corresponding sanctions.

This serves as an official CLIENT CONTRACT FOR ON-CAMPUS INTERVENTIONS.

As duly authorized representatives of _____, we hereby understand and agree to the terms and conditions listed above.

Conforme:

Name and Signature (LSSC)

Name and Signature (Org. Representative)

Date

Date

Signed in the presence of:

Office of Student LIFE Coordinator

Name and Signature (Org. Representative)

Date

Date