



Office of  
Student L.I.F.E.  
Leadership Involvement,  
Formation & Empowerment

### ***Terms and Conditions***

1. All requests must be made by submitting to the Office of Student LIFE the **USHERING AND CAMPUS TOUR REQUEST FORM, two (2) weeks** prior to the date of the activity.
2. All requests will be processed within three days (3 days) after the date of filing and is subject to the approval of the Office of Student LIFE.
3. Submission of this form automatically sends the request to PENDING status. Approval of the request must come from the Office of Student LIFE.
4. Student LIFE has the option *not to approve* a request based on the nature of the activity and the availability of its student volunteers (Lasallian Ambassadors). Priority will be given to University-wide events and campus tours endorsed by the Admissions Office.
5. Only one (1) service request will be accommodated at a given time. Priority will be given to the requesting party that submitted their service request form at an earlier date.
6. Requests for tours and ushering by unrecognized external organizations, travel and/or tour agencies, will not be accommodated.
7. Late requests will not be processed.
8. Request must be followed up at least (3) days after submission of the form
9. For approved requests, the requesting party must schedule a consultation with the Student LIFE Coordinator at least a week before the scheduled event to conduct a briefing of the activity. A copy of the itinerary of the events must be submitted with this request in duplicate
10. Arrangements made with the Student LIFE Coordinator during the consultation are deemed final.
11. As the ushering/campus tour service is provided for free, arrangements for the food of the Lasallian Ambassadors during the event must be shouldered by the requesting organization or unit.
12. In case of suspension or cancellation of the event, the event organizers should inform the Office of Student LIFE as soon as possible.



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### Ushering & Campus Tour Service Request

To : Ms. Nelca Villarin, Office of Student LIFE  
 From : \_\_\_\_\_  
 Name of Requesting Person: \_\_\_\_\_  
 Position and Department/Organization: \_\_\_\_\_

Good day!

We would like to make the following request from your kind office in assisting us in our endeavor.

Title of Event: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Venue: \_\_\_\_\_  
 Estimated number of participants: \_\_\_\_\_

Description of the event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of Event:  Formal  Informal  
 Type of Service:  Ushering  Campus Tour  
 Others (please specify) \_\_\_\_\_

Special requirements/Additional information:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Signature over Printed Name of the Requesting Party  
 \_\_\_\_\_