



OPERATIONS MANUAL AY 2015-2016

In consultation with the Dean of Student Affairs, the Student Affairs Directors' Council, the CAO Council of Advisers, and the CAO Council of Company Managers, the Culture and Arts Office (CAO) presents this manual of policies and procedures for the use of its artists, managing, and production groups. It serves as a guide to the Executive Board of the CAO groups through providing pertinent information necessary to conduct business with the mother office and other offices in the campus.

All provisions outlined in this manual are made consistent with the University's Mission Statement. More specifically, these provisions are instituted:

- To instill Lasallian virtues of Christ-likeness, dedication, discipline, honesty, and imparting of these values among the members;
- To maintain order in the operations of the office and the CAO groups;
- To maintain excellence and to strive for higher standards in all performances
- To encourage a striving for academic and professional competence and accountability and;
- To render service to the University and Nation by enlightening and educating them on the different art forms through relevant programs and by sharing with them our talents and resources.

These policies are made in conformance with University-wide and Student Affairs policies and directions of DLSU.

CULTURE AND ARTS OFFICE MANUAL AY 2015-16

Any proposal to amend these policies shall be coursed through CAO, the policy maker and the implementer of the said policies such as the Chancellor, Vice Chancellor for Administration, Vice Chancellor for Lasallian Mission and Alumni Relations, Dean of Student Affairs, and the Student Affairs Directors' Council. For comments and suggestions, email us at: glorife.samodio@dlsu.edu.ph or visit us at <http://www.dlsu.edu.ph/offices/sps/cao>.

All the staff, trainers, officers and members of the Culture and Arts Office are required to read the contents of this guidebook to facilitate smooth working relations and operations. Ignorance is not an excuse for any violation of the policies that will be committed.

THE LASALLIAN ARTISTS' PRAYER

Almighty God, source of all that is good
We praise and thank you for the wonderful talents
You bestowed upon us.

As we, at this moment, are about to
fulfill another task, let this be for your glory.

As we strive to excel in our performance,
may you be the one, Lord,
to shine among those who will be with us today.

Like John Baptist De La Salle,
who responded to your call of educating the least the last and the lost,
May we also teach the minds, touch the hearts and
transform the lives of others through our performances.

With this, we invoke your loving guidance for us to be
filled with faith, act with zealous heart and
commune with one another forever and ever.

AMEN.

Section 5

ACTIVITY POLICIES AND GUIDELINES

5.1 PERFORMANCE/PRODUCTION AND MEDIA REQUEST PROCEDURES AND POLICIES

The Culture and Arts Office strictly implements a booking procedure for all its performing arts groups and support groups.

5.1.1 PROCEDURES

1. All performance request(s) to any CAG shall be coursed through CAO, otherwise any liability or irregularity that may occur will not be the accountability of the office. The Company Managers are encouraged not to give their cell numbers to any DLSU office aside from CAO.
2. A Performance Request Form (PR-1 Form) (See Appendix F. 8) or Production and Media Services Request Form (See Appendix F 14.) should be secured by the client from CAO and filled up in duplicate, at least two (2) weeks before the requested date of performance. One (1) form for every CAO group requested should be filled up. If the request is filed less than two (2) weeks, the requesting party is not guaranteed any action on the request. Performance request forms can also be found online via link http://www.dlsu.edu.ph/offices/sps/cao/forms/CAO_Register/PerformanceRequest.aspx and http://www.dlsu.edu.ph/offices/sps/cao/forms/CAO_Register/ProductionMedia.aspx for the production and media services form
3. The form should be submitted online at least two (2) weeks before the requested date of performance, for processing. Incomplete details will not be entertained. For manual filing, the Performance Request Form (PR-1 Form) should be filed in duplicate as stated in the guidelines for filing performance request. One (1) form for every group requested. (Those who plan to request for more than three (3) groups to perform in one (1) event must submit a project proposal to the CAO Director along with the PR-1 forms and the approved A-1/A-2 form).
4. The Division Manager for Production or the GMG VP-Internals/ VP-Externals or his representative duly appointed by the group shall contact the client for a production meeting if there is no conflict in schedule of the requested group. However, a production meeting does not guarantee a granted request. (See Appendix F.9 for Performance Request Feasibility Form, and Appendix F. 15 for Production and Media Services Request Feasibility Form)
5. Processing of the request should only take FIVE (5) working days. Requests may be followed up via phone, email or in person. The client will receive either a confirmation form (PRC-1A form) (See Appendix F.11 for performances and Appendix F.16 for production and media services request) or the regrets form (PRD-1 form) from the CAO secretary depending on the status of the request. The performing group or GMG will receive the call slips (See Appendix F.10 for Granted Performance Request Sample Call Slip)
6. If granted, clients will be requested to accomplish an evaluation form on the requested group's performance that will be coursed through the group's talent manager. (See Appendix F. 12 for Performance Evaluation Sheet and Appendix F.17 for Production and Media Services Evaluation Form)

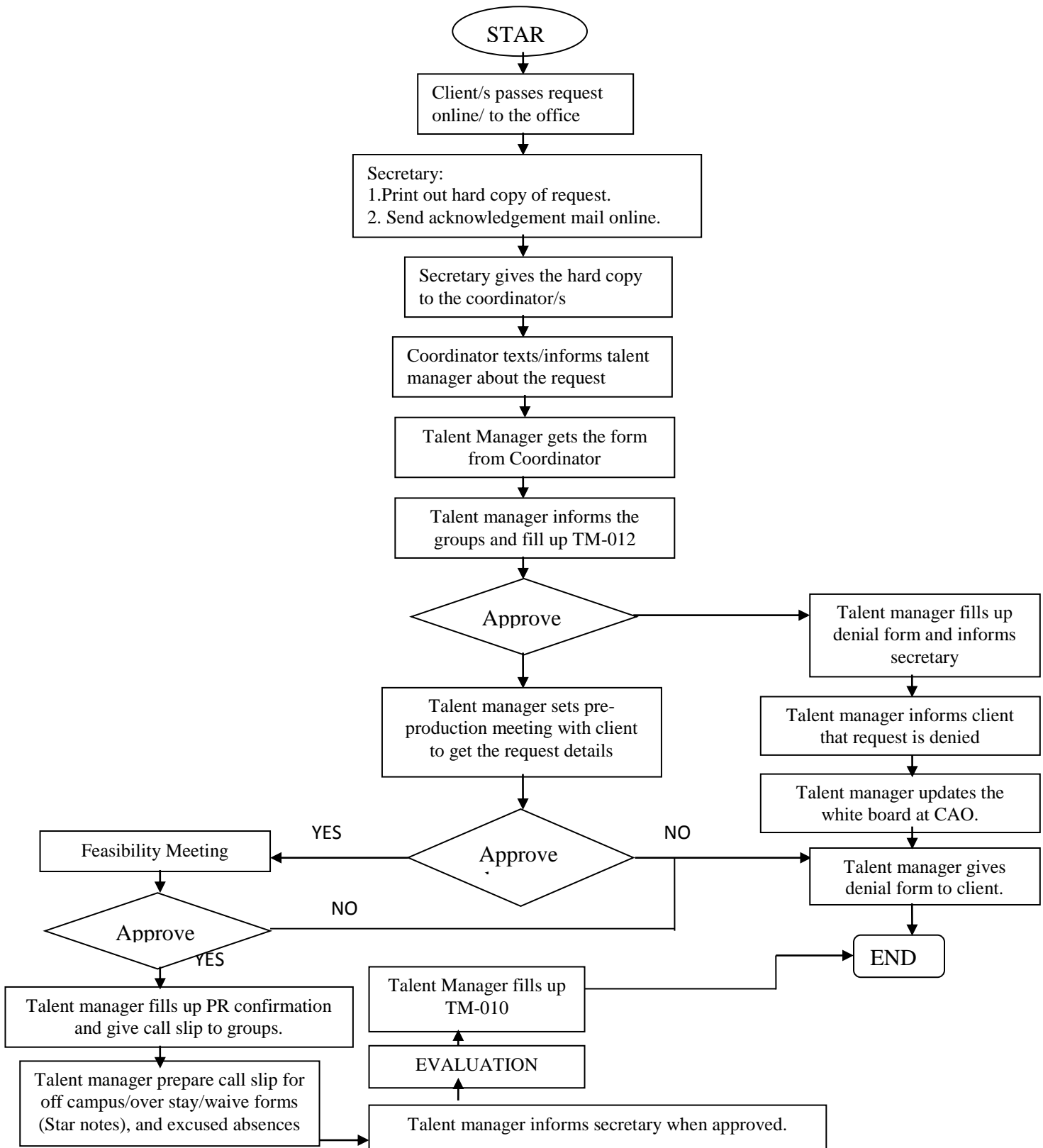


Figure 5. Flowchart of performance/production requests

5.1.2 POLICIES

1. The performing group has the option to automatically CANCEL the request if there are any changes (e.g. venue, date, time, etc.) without the client informing the talent manager at least three (3) days before the performance.
2. Arrangements made within the pre-production meeting will have to be strictly followed.
3. In cases where there are changes in time, venue, repertoire, choreography, it should be communicated at least three (3) days before the performance. However, the group still has the option to cancel the performance.
4. In case of postponement, cancellation or fortuitous events, the client is requested to write the talent manager as to the status of the event and /or the new performance date.
5. Once a group grants an out-of-town performance request, the group should submit to CAO an itinerary, a complete list of participants for the said request (from crew to performers), with the accomplished parents'/guardians' permit forms/Starnotes and the gate pass for equipment which will be brought out of DLSU for the request. Participants without the signed permit forms shall not be permitted to join the group. The University will not be held liable for any accident or any untoward incident that may occur and affect the student.
6. All DLSU Offices and CAO groups should make a formal request for production assistance from GMG through the PMSR forms available at CAO. The performing groups are requested to strictly follow the lead time indicated in the form. For direction/ stage management, 28 days, coverage, 14 days, production design, 42 days, AVP, 35 days, desktop publishing (posters, streamers, marketing materials), 28 days. All CAO groups are encouraged to coordinate and make GMG their official production people/hosts for all their activities to ensure the quality of production. The CAO groups are requested to print out their request forms and submit together with their AQUA check; other offices should also do the same so their requests are not missed out in case of technical glitches in the online request.
7. Internal Requests are those that come from DLSU departments, offices and organizations and other La Salle Schools. Requests by the Government and Catholic Church are also covered by these procedures and policies. Performances for these institutions are part of the CAG's university service and does not require remuneration.

5.2 EXTERNAL PERFORMANCE/PRODUCTION AND MEDIA REQUEST POLICIES

Beginning AY 2009-2010, the Vice Chancellor for Lasallian Mission and External Relations (VCLMER) allows external parties (outside DLSU and De La Salle network schools) to request the services of CAGs for a fee.

1. Paid external performance requests will be treated as any internal performance request. It will be processed through CAO only.
2. For paid external performance requests brought in by the group to CAO for processing, the same rate of 10% "booking fee" will apply, for the transportation and communication expenses of the talent manager or Operations Coordinator.

3. For paid external performance requests brought in by CAO for the group, the rate of 10% “booking fee” will apply, for the transportation and communication expenses of the talent manager or Operations Coordinator or whoever found the project for the group.
4. Fees of all external requests should be directly deposited to the groups’ fund. The part time trainer’s fee from the external request if possible is requested separately from the requesting party or organizer; or the requesting party can opt to hand one payment to the group based on the rate combining the group’s and the part time trainers’ rates.
5. There should be a standard MOA between the requesting party and the CAO group for external requests that should be signed by both parties. Format to be supplied by CAO.
6. Payments may be made via check addressed to the group (to be deposited to the depository fund) or cash.
7. Remittances should be reported and given to CAO, and included in the AQUA report every term. The report should include the MOA, the amount and proof of book transfer to CAO. Payments to trainers should be coursed through CAO for proper documentation, and should be in cash. In cases when there is no cash at hand, the group should ensure that in any ticket selling in future events, cash payments are already put aside for the trainers’ payments.
8. CAO will report the amount of donations every term to the joint Council and shall request for the Councils’ approval on how it will be expended.
9. CAO group members involved in any external performance requests are NOT ALLOWED to get any outright remuneration from the paid external performance requests, except if it only involves 2 of the members who got the project outside the auspices of CAO.
10. CAO alumni may be employed for external performance requests, subject to 20% of the contract price, as booking fee of CAO - 10% will go to the CAO group, and 10% will go to CAO.
11. The respective part time trainers are required to accompany the students during the requests. Trainers should not allow the group by themselves during external requests unless there is a representative from DLSU during the event. If they can’t make it, the event should be properly endorsed to the Director or Coordinator so they can find someone who can join them. The trainer should be present at 70% of the total external requests.
12. The university may request CAO groups/ members to represent it in various international activities which are already prioritized by DLSU. In which case, DLSU will shoulder 70% of the student’s airfare, full registration fees, travel taxes and assistance in securing travel documents.

CAO groups and trainers are encouraged to write incident reports if their respective groups are not well-attended to by requesting parties within a week after the event. There will be SAMs who will be trained to be Talent Managers/Artist Managers of each CAO Group.

5.3 POLICIES AND GUIDELINES ON SELF-ORGANIZED ACTIVITIES

5.3.1 GENERAL GUIDELINES

A.PLANNING AND LOGISTICS

1. All activities of any nature conducted by any of the Culture and Arts Group (CAG) should be approved by the Culture and Arts Office (CAO) by the end of the preceding academic year. Only activities submitted, approved and honored by CAO in these period and based on the group’s Operational Plan will be reserved by the office in advance. Any additional activities that were thought a month before intended date will not be honored. Only CAO will be authorized to reserve the performance venue within DLSU premises through submitting a general list of the CAO groups’ activities and the proposed venue, date and time. This is to avoid any misunderstanding with the Physical Facilities Office. The group cannot also reimburse funds if their activity doesn’t have an approved proposal.

2. All contracts to be entered into by a group shall be submitted for appraising to the CAO Director, prior to presentation to the other party. If the original copy is not available, a duplicate clear copy will do. Any contract entered into by a CAG without the approval of the CAO Director shall not be honored or held binding by the University even if it's signed by the TRAINER, and it will be the sole liability of the signatories of the contract.
3. All CAO groups may tie-up with any CSO organization and/or Student Council organization for all its major activities where ticket selling to students will be done. The CAO groups should have a formal memorandum of agreement with the student organization (See Appendix C.).
4. A ban on all Culture and Arts group (CAG) activities (either self-organized or requested) shall take effect seven (7) days prior to the start of final examinations until the last day of final examinations. Generally, university-wide in-campus activities are not allowed on Sundays. The groups are also banned from having activities held in within open areas of the campus, which will produce boisterous sounds during the Lenten Season. The groups are advised to have the activity instead in an enclosed venue.
5. Should the CAO group need ushers for the activity, they may request the Student Artist Managers by filling out a House Management Request Form. (See Appendix F.18)The request should be made at least 2 weeks before the activity.
6. The groups are encouraged to utilize the production and manpower resources of the Green Media Group to ensure the quality of the technical aspect of the presentation. The groups are requested to follow the timetable based on the request forms. They are discouraged to use internal manpower resources since they don't have ample training in the production field. Only in cases where GMG has declined the request (given that the CAO group followed the timetable) when the groups can use their internal resources or request the help of Harlequin Theatre Guild for production needs.
7. CAO groups should include in their spiel that the audiences are encouraged to fill up the evaluation forms to be given during the show. These evaluation forms are very crucial to the AQUA group gradings and the accomplishment report to be prepared by the CAO trainer. The evaluation forms will be immediately tallied 3 working days after the event by the Student Artist Managers/Operations Coordinator, and submitted to the events coordinator for discussion during the post evaluation meeting.
8. All the leadership training and materials of all CAO groups shall be compiled by the staff for future reference.
9. All CAO activities should be properly documented and annotated for future use.
10. CAO groups may request for the university to advance P15,000 as emergency fund to be prepared for any incidents that may entail medical attention.
11. Culture and Arts groups are allowed to hold their planning and evaluation workshops and continue with their practices during summer vacation. This is allowed provided that student artists involved are still bonafide members of the Culture and Arts group (CAG) for the coming school year.

ARTISTIC/ PRODUCTION

1. It is advised that all CAO groups should prepare standard repertoires on Filipino Culture (ethnic, rural, contemporary), Unity, Love, Environmental, ASEAN, Hope, Faith, Lounge/ Cocktail Music.
2. All activities or shows of the groups should comply with the assigned theme for the academic year based on the Lasallian Guiding Principles.

3. For all CAO presentations, the standard theatre decorum recording should be played, an invocation or prayer (with the appropriate Lasallian prayers), together with the National Anthem, with a Philippine flag on stage right.
4. The Trainer and Events, Operations, Venue and Theatre Management Coordinator and GMG stage manager (if requested) should be present in all initial meetings for a production. The Events Coordinator & Venue and Theatre Management Coordinator will prepare a checklist of production matters and procedures to be relayed/ clarified with the organizing group. The Operations Coordinator will prepare a checklist of House matters to be clarified with the group.
5. CAO will map out all shows in a calendar for the deliberation of COA/COCM on scheduling, a week after AQUA Check.
6. A presentation of show concepts by the trainers/ CM's to the Review Board (COA/COCM) will be done every June during the AQUA deliberation.
7. All CAO self-organized activities should aim for at least a 4.0 rating (scale of 1-5, 5 being the highest).
8. All CAO activities should start promptly on the time indicated at the ticket. For purposes of synchronicity, the official time to be followed is the one at the Central Plaza clock. Watches should be wound up 10 minutes before to ensure that the groups will be on their toes and be prepared 10 minutes before performance time.
9. As a way of CAO to monitor the development of the CAO group events, there will be several points of contacts with the CAO staff (headed by the Events Coordinator) and the CAO group together with its trainer. These are the following: a)AQUA (concept presentation), b)Pre-Prod meeting (4 mos. before the show), c) Mid-Prod Meeting (end of preceding term– to decide if it will be cancelled or pus through before announcement), d) Final Prod Meeting (1 mo. before), e) Post Prod Meeting (3wks-1 mo. after the event)

5.3.2 SPECIFIC GUIDELINES

All the project proposals for these activities shall follow the prescribed format and requirements for both phases, with the addition of the appropriate attachments as stated below:

A. ALLIANCE ACTIVITIES WITH OTHER INTERNAL/EXTERNAL GROUPS

CAO encourages tie-ups with other organizations, especially for certain activities with the same objectives and those which require a large amount of cash outlay.

ADDITIONAL REQUIREMENTS:

MOA on the responsibilities of each party in terms of finances, marketing/solicitations, management, audience participation, logistics. The document should be signed by the organization president, organization adviser and Student Affairs/Lasallian Mission Director to whom the organization reports to, the CAO Director, company manager and the trainer. It should also be noted that any liabilities of the project will be the responsibilities of the student organizations involved. It should also be noted that billings shouldered by the partner organization should be directly given to them and not to CAO. The final signature must be from the CAO Director.

B. CONCERTS/SHOWS

The Office encourages all shows (either paid or free admission) by its cultural groups to promote Philippine CULTURA. Foreign-oriented concepts or techniques maybe shown but the main show concept should be able to essay how these foreign

concepts affect the Filipinos. The groups are encouraged to experiment in their concepts, in consideration of their image. To ensure the quality self-organized shows by the CAO groups, below are the project proposal requirements for such activities.

ADDITIONAL REQUIREMENTS:

Concept paper (see prescribed format), preferably with draft script-TO BE PREPARED BY THE TRAINER

Upon submission of the concept paper, evaluation will be done following the procedures below in the COCM meeting for this purpose:

STAGE 1: CONCEPTUALIZATION

The trainers and company managers will be asked to submit and present the concept paper, treatment, script, repertoire at the latest 3 months before show date to the CAO Director. Upon review of the CAO Director, the concept paper will also be reviewed by a group of select faculty within one week after submission for more output from external groups.

STAGE 2: PERFORMANCE REVIEW

Performance viewings by the CAO Director will be scheduled thrice as the practices progress. The first viewing schedule or dramatic reading for HTG will be given by the trainer, as soon as he/she finishes half of the show, and another as soon as the other half or rough run for HTG is done. The first two viewings are scheduled for the CAO Director to monitor the performance quality per piece. The third viewing will be the technical run/preview at the latest one week before the show (except for Pops and Innersoul – which should be a day before due to logistical constraints), where a group of select faculty (either part of the group who screened or not) will again critic the show, through open microphone sessions. The concept will be evaluated based on the following points:

1. Does the concept promote CULTURA? How does it contribute to the development of audiences in your particular artform?
2. Is the treatment appropriate for the concept?
3. Is the repertoire appropriate for the concept?
4. FOR MUSIC DIVISION: Is the script well written and suited for the intended core audience?

The performances will be evaluated based on the following points during the open microphone sessions:

DANCE	MUSIC /THEATRE
<ul style="list-style-type: none"> ○ Performance (Mastery, Projection, Impact) ○ Production Design ○ Repertoire & flow ○ Content 	<p>PERFORMANCE-RELATED</p> <ul style="list-style-type: none"> ○ Over-all performance ○ Stage Presence and Voice Projection (for Chorale, Innersoul) ○ Mastery of the Performance ○ Spiels(for Chorale, LYO, Innersoul) ○ Audience Impact <p>TECHNICAL-RELATED</p> <ul style="list-style-type: none"> ○ Production Design (Set, Make-up, Props, Costume) ○ Sound Quality ○ Stage Management ○ Content

Comments regarding the artistic direction (Lights, Stage Management, Artistic) should be done through a one on one meeting with the director and events coordinator after the viewing.

The following critics will be invited for the viewing, aside from the CAO Director and CAO Coordinator:

1. Trainers- CAO groups
2. External practitioners

C. CONTEST/COMPETITIONS/FESTIVALS

The Office allows its cultural groups to sponsor inter-college or inter-university contests and festivals to promote camaraderie and project a pioneering image in the field. Below are the project proposal requirements for such activities.

ADDITIONAL REQUIREMENTS:

1. Concept paper (see prescribed format), preferably with draft script-TO BE PREPARED BY TRAINER
2. FOR CONTESTS: Policies and procedures to include that any GMG member up to the fourth degree of consanguinity cannot join the contest/ Mechanics in running the contest, claiming of prizes, handling complaints, Criteria for Judging, Suggested Panel of Judges, letters to the judges, invitation letters to the participants/ schools, list of schools/ groups to be invited;
3. FOR FESTIVALS: invitation letters to the participants/ schools, list of schools/ groups to be invited, conforme letter with the school that they are signifying their participation, and what the CAO group will provide in return.

Likewise, CAO Groups are encouraged to join local, regional, national and international festival and competitions for them to be exposed to the arts community. However, any expenses will be shouldered by the CAO groups. To reward and affirm the trainers' effort for bringing out the best from the members, it is requested that the groups give a minimum of 10% of the total cash winnings form competitions to the trainer.

D. FUNDRAISING ACTIVITIES - RAFFLE/SELLING PRODUCTS NOT RELATED TO GROUP OPERATIONS/PERFORMANCE BASED

The university acknowledges the need for student organizations to source their funds on top of the operating budget allocated for them. Student organizations are encouraged to organize fund raising activities, the investment of which shall give a favorable return to the organization. The incidence of expenses beyond the financial capacity of the organization to pay is strictly discouraged.

For raffle draws, the maximum duration should only be one month from the date of launch. The tickets should indicate the price, prizes, draw date/s, venue, the sponsoring organization, spaces to indicate the name of the buyer, his contact number, and the seller of the ticket who's related to any of the officers. A designated representative of CAO must be present in the drawing of winners. The names of the winners shall be posted on the organization's bulletin board at least a day after the draw. This notice of announcements must be posted for a maximum of one week, and should indicate that after a certain date, the prizes will already be forfeited.

Regarding selling, the university has laid out the following policies:

1. No selling of any form is allowed inside the University (direct or indirect selling), except of novelty items by CSO & CAO organizations, LSPO & COSCA NGO's and items required by an academic subject.
2. As per decision of the Council of Deans (SY 1995-1996), only during these activities is selling inside the university allowed:
 - Product Bazaar – Business Management Practicum Bazaar & College Day
 - Religious Items – Christ Week, Marian Week
 - Ticket selling for CAO shows
 - Selling of Flowers and Novelty Items for Valentine's Day – CAO groups should make sure that their product offering is different from each other.

Should the students want to hold a garage sale for fund raising, they should hold it outside the University and must be supervised by its adviser.

All liabilities and losses incurred by the organization from the activities will be personally shouldered by the people stated to account for the liabilities in the profit-and-loss statement. The clearance of the said people will not be signed unless the liabilities are settled and the losses are paid back to the group.

E. SEMINARS/WORKSHOPS

1. ARTISTIC WORKSHOPS

The Office encourages the groups to engage or sponsor seminars or workshops that will help its members in the improvement of their artistic knowledge and skills. The speakers and facilitators, specially coming from the external public partners would have to be consulted with the trainer and CAO director to make sure that proper planning, communication and treatment of distinguished personalities are given due attention. It should be noted that they should be given proper honoraria for their services, in form of tokens or cash (gift certificates are not allowed). (See Appendix H for table of rates). Only artistic workshops are allowed to be sponsored by the groups, as production and management seminars are already provided by CAO, and sponsoring such will just be a repetition of these efforts.

2. TEAMBUILDING WORKSHOP / ECHO LEADERSHIP TRAINING

All CAO groups are required to hold a teambuilding workshop with all its members to aid in fostering good relationships throughout the school year. The groups are discouraged from going to far-flung areas for such activities as the safety is not ensured. The Student LIFE Office (SPS Room 301) shall help facilitate and design the workshop with the group, provided that they will be given at least one month before the intended date of workshop. Counselors from the Office of Counseling and Career Services may also be tapped just in case SLIFE Coordinators are not available. They are the only people who are accredited to give the workshops to ensure that DLSU's student leadership and development framework will be expounded well. (See Appendix H for table of rates).

ADDITIONAL REQUIREMENTS:

1. Framework/ workshop flow
2. Draft of MOA with facilitator – to indicate his/her deliverables and CAO's

3. Draft of Certificate of Appreciation for facilitator

PROJECT PROPOSAL II-FINAL PHASE REQUIREMENTS

1. Notarized MOA with facilitator before the actual workshop

Evaluation forms for the seminars should be reproduced and distributed to the participants right after the seminar. Results will be included in the Accomplishment Report. Certificates of participation should be given upon request.

F. SELF-INITIATED INTERNATIONAL/REGIONAL/NATIONAL TOURS

The University encourages its performing groups to initiate regional /national or international tours if it was formally invited by the community or a festival organizing party. It is preferable that the sponsoring groups shoulder all expenses by the group from airfare, transportation, and accommodations. However, if the sponsoring group will not be able to provide them and the group still wants to pursue the trip, it cannot ask for grants or loans from the University due to the current economic situation. The University will only allow the group to use its name for the trip if the sponsoring parties' objectives for the invitation are based on the following nature:

- Promote Philippine culture to the community
- Join a festival or competition
- Raise funds for a cause or an advocacy

For group-initiated tours, there is no assurance of support from the University. However, there is a possibility for support via endorsement and finances, in the following instances:

- International Competitions
- Invitations by other La Salle System Schools
- Cultural exchange projects initiated by the administration to be implemented by the CAO group.

Invitations for commercial use of the groups' talents will have to be approved by the STRATCOM OFFICE. Thus, recordings and sale of any recorded material produced by an external party using the University group's name without the administration's approval is not allowed, following the copyright law in the use of DLSU's name. All contracts and invitations based on such nature should be addressed to the CAO Director for the final approval or disapproval of STRATCOM.

The groups are allowed to accept donations and stipends provided that these are well accounted for and distributed to them to cover for their expenses (if the members shouldered their expenses), any excess after the deduction of airfare, transportation, accommodation, stipend for trainer, production of CD's and standard pocket money for the students and the trainer (as agreed with the group) should be entered in the depository fund. If the trip was fully –shouldered by the sponsoring party, any donations or stipends will have to be entered to the group's depository fund after the deduction of the standard & agreed pocket money for each member including the trainer. See table for standard pocket money for students and trainers below:

LOCATION	AMOUNT OF STIPEND PER WEEK PER INDIV.	PERIOD
Local –Manila and nearby provinces	none	N/A
Regional - within Luzon	Maximum of P800.00	2 nd week onwards
National	Maximum of P1,000.00	2 nd week onwards
International – Asia and Africa	\$75.00 - \$100.00 Depending on forex rate	1 st week onwards
International – Europe, America, Australia	\$100.00 - \$150.00 Depending on forex rate	1 st week onwards

The group and trainer may opt for the former to pay the professional fees to mount and stage the tour production (in PhP), based on half of the agreed rates in the employment contract instead of having the trainer share with the donations and CD sales of the group. The group should also shoulder the airfare, transportation, accommodations and stipend of the part-time trainers, in consideration of the income opportunity losses that he/she will take due to the trip should it last more than one week. Below is the table for stipends for tours per week. Stipends to trainers may be paid at a certain period while in the tour, to give more time for the students to produce the money through donations, provided at least half of the projected stipend is paid for before the group departs.

LOCATION	AMOUNT OF STIPEND PER WEEK	PERIOD
Local –Manila and nearby provinces	none	N/A
Regional - within Luzon	P5,000.00	2 nd week onwards
National	P8,000.00	2 nd week onwards
International – Asia and Africa	\$200.00 - \$250.00 Depending on forex rate	1 st week onwards
International – Europe, America, Australia	\$300.00 - \$350.00 Depending on forex rate	1 st week onwards

ADDITIONAL REQUIREMENTS:

1. Written support of parents – that they are willing to finance the project.
2. Formal written invitations to the group by the sponsoring party, addressed to the CAO Director
3. Itinerary
4. No. of People involved/ Names of the members
5. Names and numbers of the contact persons from the sponsoring party and foster parents for each area
6. Draft MOA with members (if there's a special arrangement regarding the training)

PROJECT PROPOSAL II-FINAL PHASE REQUIREMENTS (to be submitted two months

prior to date of departure)

1. Solicitation update – at least ¾ of the target amount to cover the expenses should be solicited already
2. Script/ program flow for the show
3. Costume design
4. signature ready MOA with sponsoring organization
5. Accomplished Waiver forms
6. Final names and numbers of the contact persons from the sponsoring party and foster parents for each area
7. MOA on the deliverables of the sponsoring party and the CAO group
8. Signed MOA with members (if there’s a special arrangement regarding the training)

G. LOCAL CAMPUS TOURS/HOTEL TOURS/MALL TOURS

The Office allows its performing groups to organize campus tours, hotel tours, mall tours within Metro Manila and nearby provinces aid in the recruitment of students to DLSU- Manila, and eventually their groups. The Marketing Communications Office shall also aid the groups in organizing campus tours so the CAO groups can ride in the publicity efforts of DLSU-Manila. To aid in the planning of such activities, below are project proposal requirements.

ADDITIONAL REQUIREMENTS:

1. Draft MOA with sponsoring school/ hotel or mall –the school, hotel or mall provides transportation, food, sound system (based on the group’s requirements) and if they allow the group to post publicity materials for the group and its sponsors.

CAO recommends referring to the checklist below in preparing for the groups’ productions:

PRODUCTION CHECKLIST

TITLE OF EVENT: _____
 DATE / TIME: _____ VENUE: _____
 PROJECT HEAD: _____

GENERAL

PRE – PRODUCTION	POST - PRODUCTION
Date: _____	Date: _____
<input type="checkbox"/> Concept Reviewed <input type="checkbox"/> Budget Reviewed and Signed <input type="checkbox"/> Creative Brief discussed <input type="checkbox"/> Permit numbers issued <input type="checkbox"/> Technical Brief reviewed and finalized <input type="checkbox"/> Production design and set-up finalized; signed <input type="checkbox"/> Tasking locked with other CAO groups <input type="checkbox"/> GMG <input type="checkbox"/> SAMs <input type="checkbox"/> Production Timeline finalized; in hard copy <input type="checkbox"/> Script / Program Flow <input type="checkbox"/> Others / Notes	<input type="checkbox"/> Assessment Form submitted <input type="checkbox"/> Production Book requirements finalized <input type="checkbox"/> Script/s <input type="checkbox"/> Video / Audio Materials <input type="checkbox"/> Copy of Collaterals <input type="checkbox"/> Documentation (Letters, Others) <input type="checkbox"/> Evaluation Meeting done Date of Evaluation: _____ <input type="checkbox"/> Others / Notes _____ _____ _____

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SPECIFIC

PRE-PRODUCTION

FINANCE	DOCUMENTATION / HUMAN RESOURCE
Prepare Budget Payment schedules <ul style="list-style-type: none"> ○ Trainer/ Director ○ Technical staff ○ Technical Director ○ Lighting Designer ○ Cast ○ Dancers ○ Vocalist ○ Guest Artist ○ Set Supplier ○ Sound/Lights Supplier ○ Food Supplier 	Attendance Excused absences – before the absence, NOT AFTER!!!
Monitoring of Expenses	Request for medical staff and facilities specially for Dance Concerts
Prepare Food Flow	Request first aid kit in the THEATRE for every show

PRODUCTION

Production Directory <ul style="list-style-type: none"> ○ Artistic Staff ○ Production Staff ○ Cast ○ Dancers ○ Vocalist ○ Guest Artist ○ Set Supplier ○ Sound/Lights Supplier- projector ○ Effects Supplier- confetti, riggings/fly ○ Costume Supplier 	Entry Permits for supplier/crew
Memorandum of Agreement with Suppliers, Director, Guest Artists	Overstay Permit
Notarization of MOA	Waiver (for overstay permit) of students
Production Calendar <ul style="list-style-type: none"> ○ Production Meetings ○ Rehearsals – music, choreography ○ TDR ○ Blockings ○ Scene Work ○ Stage Adjustment ○ Costume Measurement ○ Costume Parade 	Reservation of eating areas – rehearsals and show date

	<ul style="list-style-type: none"> ○ Pictorials ○ Deadlines ○ Strike schedules 		
	Back-up venue and show date		Reservation of venue for preparations – eating areas
	Script		Reservation of dressing rooms – rehearsals and show date
	Scene Breakdown		Reservation of parking space for sponsors and dignitaries
	Set Design <ul style="list-style-type: none"> ○ Stage Lay out ○ Supplier ○ Construction ○ Paintings ○ Set-up 		Reservation of venues for sponsors’ booths
	Costume Design <ul style="list-style-type: none"> ● Measurement ● Parade 		Letter to PFO authorizing entry of audience with show tickets
	Lighting Design <ul style="list-style-type: none"> ○ Set-up ○ Equipment ○ Extension cords ○ Ladder – Electrical Room (Engr. Mendoza) ○ Genie – IMS (Hydrolic Lift) ○ Supplier 		Reservation of tables/ chairs
	Equipment/technician reservation (IMS)		Speaking equipment/ lectern
	AVP Equipment <ul style="list-style-type: none"> ○ Projector/s ○ Screen ○ Hanging Kit / Cradle ○ Video Mixer ○ RGB Cables ○ Players / Laptop 		Ushering <ul style="list-style-type: none"> ○ Request SAMs ○ Request DO if necessary ○ Briefing for Seating Arrangements and theatre policies ○ Head Usher & Ushers – give call time
	Flags in the auditorium		Entry permits for sponsors, media, guests, outside audiences

MARKETING

	Target Solicitation		Request for Accounting Personnel
	List of target sponsors		Photocopy of Approved Project Proposal with CAO Director’s signature for stamping of tickets at Accounting Office
	Solicitation Proposal – for approval of DSA before reproduction		Entry permits for sponsors (if needed)
	Sponsorship Package – for approval of DSA before reproduction		Audience Development Efforts
	Sponsorship Letter – for approval of DSA before reproduction <ul style="list-style-type: none"> ○ Name of Marketing Officer ○ Position ○ Company ○ Group Description ○ Event Description 		Memorandum of Agreement with sponsors

	<ul style="list-style-type: none"> ○ Pictures of group 		
	<p>Publicity Materials</p> <ul style="list-style-type: none"> ○ Teaser (optional) ○ Posters ○ Streamer ○ Web Banner for ITC (approx 738x175 pixels) ○ Tickets – with TYA house rules at the back if using TYA ○ Souvenir Program layout and request for messages ○ Novelty Items (Shirts, pins, etc) 		Attendance Sheets for class incentives
	<p>Press Release – 1 Paragraph describing the group and the event. To be distributed to:</p> <ul style="list-style-type: none"> ○ ITC – with Web Banner ○ MCO ○ Student Publications (TLS, Plaridel) ○ Media (Print, Radio, TV, Cyberspace) - with MCO's approval 		<p>Audience Development efforts</p> <p>Assignment of people to take care of:</p> <ul style="list-style-type: none"> ○ Selling of Merchandise, souvenir programs and Ticket Sales; ○ Taking care of accounting personnel ○ Sponsorship deals in MOA that should be delivered ○ Entertaining the sponsors ○ Entertaining the media, administrators, faculty
	<p>Stratcom Clearance for use of DLSU Registered and Applied Trademarks appearing in products or merchandise to be sold or distributed to the public. (e.g. Shirts)</p> <ul style="list-style-type: none"> ○ DLSU Logo ○ “De La Salle University-Manila” ○ “DLSU-M” ○ “The Future Begins Here” ○ “Animo La Salle” ○ “De La Salle” ○ “La Salle” ○ “Lasallian” ○ Other Trademarks Specified by Stratcom 		<p>Invitation</p> <ul style="list-style-type: none"> ○ Administrators ○ Faculty ○ DLSU Employees ○ Media (with Stratcom Approval)
	Stratcom Media Activity form for Media Partners, sponsors, press release		Reserve directional stands and make signage for the event
	Form for Electronic Billboard (events sponsored by Smart/Coke direct competitors are not allowed)		Name tags for everyone

PRODUCTION

FINANCE

MARKETING

	<p>Full Payment</p> <ul style="list-style-type: none"> ○ Trainer/ Director ○ Technical staff ○ Technical Director ○ Lighting Designer 		Return tarpaulins to sponsors
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	<ul style="list-style-type: none"> ○ Costume Maker / Designer ○ Set / Props Designer / Constructor ○ Cast ○ Dancers ○ Vocalist ○ Guest Artist ○ Set Supplier ○ Sound/Lights Supplier ○ Food Supplier 		
	Food Distribution in venue – keep area clean		Pull out posters by 12:00 pm the next working day
			Give accomplishment reports to sponsors

PRODUCTION

	Back stage area assignment <ul style="list-style-type: none"> ○ No bags or belongings should be placed at the audience area during rehearsals and performances. ○ Strictly no food/drinks inside the auditorium
	Ushering <ul style="list-style-type: none"> ○ Ushers on post ○ Flowers for directors/ performers- will the group give them; this should be endorsed by the Marketing to Ushers ○ Check Aircon ○ 2-way Radio ○ ID/Nametags for ushers ○ Signage in place
	Flag in Auditorium; On time, theatre decorum

DOCU/HUMAN RESOURCE

	First aid kit in the THEATRE for every show
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POST-PRODUCTION

FINANCE

DOCU/HUMAN RESOURCE

	Full Payment of all the staff		Return first aid kit
	Full payment of the venue		
	Income Statement		

PRODUCTION

	Strike / Dismantle <ul style="list-style-type: none"> ○ Set design - Storage area ○ Lights ○ Sounds Systems ○ AVP Equipment
	Cleaning of the venue. It should be 100% ready for the next user. No Production property should be left at the venue. Not even a single sheet of paper
	FGD / Post production Evaluation Meeting – group, trainer, SAMs, GMG prod
	Production Book

5.4 AUDIENCE DEVELOPMENT

It is advised that all CAO groups create plans in developing their audiences through printed materials and talkbacks/dialogues that could aid in the understanding and appreciation of their art form and the piece that they will be presenting. Group websites, their Facebook page, or the CAO link in the DLSU website may include interactive portions or information about the genre or more information about the show or the artist/s featured in the show. Likewise, all CAO groups are advised to have viewing advisories (graphic images, parental guidance, etc.), which will be given by the Events Coordinator. Moreover, productions done in Filipino should have subtitles, in preparation for more international students.

5.5 POLICIES ON ENTRY PERMITS AND VIP GUESTS, OVERSTAY AND OVERNIGHT PERMITS

CAO groups who have visitors/guests to enter the campus, and all the students who intend to stay after 10:00pm or spend the night in campus, must secure an Special Permit for Campus Access (SPCA) PERMIT (See Appendix F). Only guests/ visitors with OFFICIAL BUSINESS can be granted entry permits. No personal visitors/guests, or members on leave of absence are allowed entry to the campus through the use of this form. CAO groups should also be very particular of its treatment to very important guests, such as diplomats, dignitaries, government officials, national artists and the like. They should reserve parking space and be provided special meals if needed. The CAO groups should make sure that the guests are escorted to the rooms and back to their car at all times.

All entry permits should be processed AT THREE (3) DAYS in advance of the entrance of guests/visitors duly signed by the CAO Director and the Dean of Student Affairs. Entry permit forms should be accomplished in duplicate. Alumni members of CAO groups should already have their own alumni cards if they want to have regular visits in DLSU. Permits will only be provided to them for two months after their last term. The CAO Director has the discretion not to grant entry permits to groups who don't comply with the needed processing time. Temporary ID's are granted to contractual trainers to facilitate the latter's entry to the university. Students on leave of absence from the university should not be involved in any school activity as they shall not be allowed entry into the campus. However, in cases where there a student has a major role in a production and he/she has been practicing during the previous term before she filed a leave of absence (due to official business or academic reasons), a special permit will be issued to him/her. The CAO Director has to request for this special permit.

PROCEDURE:

1. Get the necessary information needed in the processing of the entry permit. Information needed are name/s of the guest/s, equipment or materials, which will be brought in (if any), time of entry, venue and the purpose of entry to the campus.
2. Fill out the ENTRY PERMIT form, typewritten in duplicate from CAO. Sign beside your name before submitting the accomplished entry form to the Secretary for the Director's signature. Get the accomplished form on the following day and proceed to the AVP-Administration for his signature. Do not leave the form on their tables if they are not there.
3. If you have already secured the VP-Administration's signature, proceed to the Security Office and give one copy to them, the other copy goes to the group for filing. Likewise, please email the signed form to the visitor and have him/her print it out so s/he can present it upon entry.

For special visitors, it is important that the visitor be fetched at the Henry Sy gate, so there will be no problems with the entry. NO COMPLETED ENTRY PERMIT, NO ENTRY.

NOTE: It is the responsibility of the Division Manager for Production to know the guidelines in processing an entry permit. In case he delegates his job to one of his/her members, he/she would have to make sure that the person who accepted the job knows the procedure very well and has the necessary information. IGNORANCE OF THE PROCEDURE WILL DELAY THE PROCESS.

5.6 POLICIES ON OFF-CAMPUS ACTIVITIES AND OVERSTAY/ OVERNIGHT STAY

A. OFF-CAMPUS ACTIVITIES

In off-campus activities, trainers/ advisers are advised to exercise their utmost diligence in dealing with the students. Due to legal implications that any form of negligence may bring, it is important that the group and the trainer/ adviser be knowledgeable of the following information.

When the group's activity is held off-campus or the group is representing the University and the trainer/ adviser and CAO has approved the said activity, it is considered that such activity is under the supervision of school authorities. Therefore, if one of the officers or members commits any felonious or negligent act or omission against another which causes damage to the latter, the following persons may be held liable for the act of omission of the student for this school authorized activities:

- The school authorities or university itself, in case of their or its failure of selection or supervision of the trainer/ adviser.
- The trainer/adviser, because of his/her failure or negligence in his/her supervision and care over the student concerned.

Having parent/s guardians sign the off-campus waiver for does not exempt CAO from liabilities or legal obligations. The civil liability of the foregoing persons can be avoided if they can prove to the court that they observed all the diligence required of a good father of a family to prevent damage. The group and its trainer/adviser should do its best to foresee and prevent all the possible harm that could occur.

These procedures should be followed with regard to the use of the CAO-issued waiver forms in the STAR notes:

- If the group has an off-campus activity which is surely scheduled at least 1 week before, the group will submit a list of names of the people involved in the event. It is best if the list has the trainer's signature to mean that these are the people he approved to join in the production.
- CAO will release the STAR notes for the people listed in the event to the officers. Ideally, the officers will fill up the details of the event in the form at CAO so they can have it immediately signed by the Director. For STC students, the CAO-STC coordinator shall release and sign the waivers for CAO members who will attend any activity. The waivers shall be claimed at the Office of Student Affairs – STC. These will be approved and signed by the Executive Director for Student Affairs-STC.
- The officers will have the waiver form in the STAR notes signed by the trainers.
- The STARnotes will be released by the officers together with the call slip for the parents.
- After one day, the folder should be returned to CAO for double checking, and will be immediately returned to the group.
- The folders should be taken by the group to the event.

- After the event, the following columns should be properly filled up. Even if they are dropped off at some place or here at DLSU, this should still be filled out.

TIME DROPPED OFF (DLSU OR DROP OFF POINT)	PLACE DROPPED OFF (DLSU OR DROP OFF POINT)	SIGNATURE OF STUDENT / PARENT/ GUARDIAN AS PROOF THAT THE STUDENT WAS DROPPED OFF SAFELY AT THE DESIGNATED PLACE
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The off-campus waiver form of the students shall indicate details about the activity. If no parent or guardian could sign the waiver form (e.g. the student lives alone in Metro Manila), an authorization form for the parents of these particular students should be accomplished once every year. The authorization form (See Appendix F.1.d) shall ask the parent for an appointment of a designated “adult”, easily accessible to the student, to sign waiver forms on their behalf – they can be co-parents in the group, a distant relative, or the dorm manager.

For students without Letter of Permission but are already in the area where the activity will take place, the trainer/ adviser should call the parent to ensure that they are aware of their child’s participation in the activity. The staff should also ask the parents for instructions like: Are they allowing their child to stay? Is there someone who will pick up the child after the activity? Should the child be sent home alone?

The students are ideally provided with free transportation by the group itself, the University or the requesting party from the time the vehicle/s leave DLSU until their arrival in the University after the activity. For students who use their own vehicles during the activity, the trainer/ adviser is responsible for them from the time they arrive on site until they depart from the area.

CAO or the trainer/ adviser should ensure that the transportation that will be used by the students for deployment is safe. It should be ensured that (1) the vehicle hired is in good condition, and are registered, (2) the drivers are licensed; and (3) the drivers will exercise caution when driving. To do this, CAO should sign an agreement with the drivers and owners.

A set of written guidelines and policies for off-campus activities are distributed to the officers for information dissemination to its members. This is to ensure that students are reminded of procedures for safety measures.

Smoking, drinking liquor, use of prohibited drugs and sleeping together of males and females during off-campus activities is strictly prohibited, since this is considered a school-sponsored event and the faculty assigned are expected to exercise the proper diligence to the students.

B. OVERSTAY/ OVERNIGHT IN CAMPUS ARRANGEMENTS IN STC

1. For STC, overnight activities are permitted if there is prior approval of at least 7 working days before the event so the campuses will be able to prepare for the sleeping arrangements of the students. A letter should be addressed to the Vice President for STC through the Executive Director for Student Affairs-STC.
2. There must be at least one (1) Lasallian adult companion for every event, either coming from the Manila or STC Campus.

3. The student organizers must submit photocopies of all participants' accomplished Parent's/Guardian's Permit Forms to the STC Student Affairs coordinator one week before the event.
4. Participants are discouraged from bringing unnecessary gadgets.
5. Participants are responsible in taking care of their personal belongings. The university is not liable in case any item gets lost in this activity.
6. Since the DLSU-STC Gate closes at 9:00 PM, the Security Office needs to be notified beforehand in writing (albert.llorador@dlsu.edu.ph) if there will be students or adults going out of the campus beyond the said time.
7. To ensure the safety of participants, organizers need to write a letter to request the nurse (Ms. Larsly Austria, RN, School Nurse, DLSU-STC) to render overtime until the final activity. This is for evens held after 5:00 PM on Saturdays and whole day on Sundays.
8. Carpool arrangements are suggested for activities beyond 1:00 PM on Saturdays. If this is not possible, the Student Affairs Secretary (marileth.recaido@dlsu.edu.ph) must be notified via email at least one week ahead so transportation arrangements can be made, and the transportation fare shouldered by the concerned student commuters (Php 10 from STC up to Laguna Technopark Gate 3-Caltex).

C. ON RESERVATION OF TRANSPORTATION FOR STC

1. A letter of request address to the Executive Director for Student Affairs-STC will be submitted 5 days before it's used. The letter contains the following: Date Filed, Name of the Activity, Date of the activity, time of the Event, ETD STC to Taft, ETD Taft to STC, List of participants (in alphabetical order; Surname first)
2. The request will be forwarded to the Campus Services for action.
3. The CAO-STC coordinator shall inform the CAO group about the status of the request 2 days before the event.
4. If the event is cancelled, the CAO group should inform the CAO-STC coordinator 2 days prior to its cancellation.

5.7 POLICIES ON CANCELLATION OF ACTIVITIES

The group upon the consultation with the trainer, has the right to cancel any of its activities should they feel that they are not prepared to conduct it properly. However, the event should be cancelled/ postponed and properly coordinated with CAO following the timetables set in the production meetings, or else, it will affect the trainers' evaluation as these events are considered deliverables by the trainers and its group. Ideally, it should not reach a point when the event is already announced at the start of the term. The cancellation should have been deliberated on by the mid-prod meeting at the end of the preceding term of the intended event. However, if it couldn't be helped, the group has to make sure that all parties involved (i.e. CAO, venue reservations, suppliers, sponsors, and audiences, etc.) are informed at least one month before the announced event. Should there be any postponements due to considerable reasons, the CAO group should check their proposed schedule with the calendar of activities at the Google calendar. The group should then express their intent to change, in writing, to the CAO Director, copy furnishing the Events Coordinator. CAO shall effect the change in date and time with the Physical Facilities Office provided that there are no conflicts with other CAO activities and or important university activities.

Regarding shows, the CAO Director upon consultation with the trainer, has the prerogative to cancel activities of all the CAO groups should the latter fail to submit important documents (e.g. certification of copyrights) and should the group prove to be unprepared for the activity, especially those that are performance-related. CAO is guided by the principle that the audience (especially those who are paying) deserve the right to an excellent performance, and should the CAO group fall short of that expectation, it will not be allowed to stage the show unless the quality of performance is guaranteed. This is the reason why the performance checks are placed under its standards.

For cancelled CAO events in STC, please submit an email to the following. At the latest, 4 working days before the activity or event to the SA-STC coordinator (ria.caganan@dlsu.edu.ph); STC Facilities Management Office in-charge staff (ofelia.afable@dlsu.edu.ph), and the Campus Services Office (mila.hilario@dlsu.edu.ph). Please state the specific reason why the event is cancelled and confirm if this will be rescheduled to another date or not. A penalty will be imposed if (1) cancellation of an approved reservation is less than four (4) days before the activity; (2) non-use of an approved reserved venue.

5.8. COMMUNITY ENGAGEMENT PROCESS FOR DLSU STUDENTS AY 2012-2013 (AUTHORED BY CENTER FOR SOCIAL CONCERN AND ACTION)

COSCA shall be guided by the following in approving CE activities of DLSU students:

1. The submitted activity should conform with the following administrative requirements: use of necessary forms (COSCA Outreach Forms) and submission of appropriate attachments (Project Proposal, List of participants, MOA/MOU, etc); timeliness of submission, correctness in filling in of information and submission to the proper offices; and
2. The submitted activity should also conform to the following: a). that the submitted activity directly or indirectly addresses a particular Philippine social reality; b). that the submitted activity was developed and conceptualized more thoroughly through the conduct of awareness building or consciousness raising sessions with relevant sectors; c). that the submitted activity practices communion in mission through having partnerships with relevant groups at any time during its conceptualization and/or conduct; d). that the submitted activity effects liberating action to both the organizing groups and their beneficiaries as manifested through its being context sensitive, life-affirming, mutually empowering and capacitating; and e). that the submitted activity directly or indirectly contributes to the adherence by the organizing group to the ELGAs as well as directly or indirectly promotes the improvement of the local partners' social welfare services or their capacity to conduct community development;

PROCESS IN APPROVING CE ACTIVITIES:

A. PRE-ACTIVITY REQUIREMENTS

1. USG, CSO and other DLSU student groups should undergo a CE orientation to be given by COSCA to familiarize the students with the following necessary CE documents and processes: a). DLSU Vision Mission Statement and CE Framework; b). DLSU advocacy agenda; c). DLSU CE priority sites and projects; and d). COSCA CE Process;
2. This mentioned CE orientation is to be coincided with the conduct of SLIFE orientations (LEAD, etc) for newly elected officers from the USG, CSO and other DLSU groups generally scheduled prior to the start of the academic year;

3. Failure to attend the CE orientation by the representatives of USG, CSO and other DLSU groups means non adherence to the CE process and this particular group cannot proceed with their CE activities until they are given the required CE orientation by COSCA; schedules of the CE orientations will be subject to the availability of COSCA LSFE Coordinators;
4. After the CE orientation, USG, CSO and other DLSU student groups are encouraged to list down a set of outreach activities that they want to conduct or participate in for the entire academic year; it is highly suggested that this be done during their general assemblies or meetings and must be participated in by their respective faculty advisers; the list of outreach activities must reflect the nature of their organization and take into consideration their human, financial and logistical status;
5. In addition, USG, CSO and other DLSU student groups should consider the stipulations given in number 2 under the Criteria in approving CE activities; non adherence to the mentioned reminders would mean non approval of CE activity;
6. To minimize non approval of CE activities, USG, CSO and other DLSU groups through their authorized representatives may consult any COSCA LSFE Coordinator to plan out the details of their outreach activities;
7. When planning to conduct outreach activities in DLSU CE priority sites and projects, the authorized representative is required to set an appointment with any of the following: COSCA CE Coordinator; project community organizer; or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form, and project proposal to COSCA;
8. When planning to conduct fund raising/resource mobilization as an outreach activity, the authorized representative shall also be required to set an appointment with any of the following: COSCA CE Coordinator or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form and project proposal to COSCA; in addition, the authorized representative is required to draft a Memorandum of Agreement (MOA) stipulating the nature of the fund raising activity and other details; the MOA shall have the following as signatory: COSCA CE Coordinator, Head of Organization, representative of the beneficiaries/partners, and Faculty Adviser; COSCA does not allow cash donations for all external partners/institutions; COSCA only allows cash and check donations for specific DLSU outreach initiatives; these include the following: DLSU CE priority sites and projects; the Lasallian GK Village Project, Disaster Relief Fund, and others;
9. USG, CSO and other DLSU groups through their authorized representatives can now secure from COSCA the required blue and yellow outreach forms; a copy of the CE process is attached to the blue and yellow as reference;
10. The authorized representative shall fill out the necessary information required on the outreach forms subject to the guidance of their groups' officers, Faculty Adviser and their GOSM or list of outreach activities for the entire academic year; COSCA will call the attention of the authorized representative if they fail to fill out all the necessary information on the outreach forms; such failure will cause the delay of approval of the outreach activity;
11. The authorized representative shall then proceed to draft a project proposal detailing the following information: suggested outreach activity/title, date of activity, time of activity, list of participants (name, college, course and year level), venue of activity, detailed program flow, target beneficiaries, number and list of beneficiaries (name, address, age and gender), and partner proponent;
12. In addition, the authorized representative shall also include within the same project proposal a section on how this particular outreach activity utilizes the CE framework by answering the following guide questions: a). What particular Philippine social reality is the outreach activity

addressing? b). How can you utilize and maximize your groups' specializations and skills for this outreach activity? c). What are the specific awareness building or consciousness raising sessions did you conduct as prelude to this outreach activity? d). Who are your partners for this particular outreach activity and what are their specific responsibilities? e). How can you say that this outreach activity effects liberating action to your group, your partners and your beneficiaries?

13. After completing the necessary COSCA outreach forms and project proposal, the authorized representatives from USG, CSO and other DLSU groups should secure and completely fill in information on required SLIFE (A-forms, Faculty Conforme Forms, etc.) and DSA forms (Student Waivers);
14. The completed COSCA forms (blue and yellow outreach forms) together with all the supporting documents (project proposals, MOA/MOU, list of participants, etc) and the required SLIFE and DSA forms should be submitted to COSCA LSFE Administrative Officers at least 10 working/school days before the conduct of the said activity; failure to submit a complete form during the prescribed timeframe will delay approval of the outreach request or may result to non approval of the outreach activity;
15. COSCA LSFE Administrative Officers will initially review the content of the outreach requests; they will in turn affix their signature on the COSCA outreach forms attesting to its completeness; they will also indicate the date of submission by the organizing group;
16. COSCA LSFE Administrative Officers will then place these outreach requests on a folder to be forwarded to the available COSCA LSFE Coordinator for signing;
17. Upon receiving the outreach request, the COSCA LSFE Coordinator will proceed to use the Criteria for approving CE activities as reference if the outreach request is to be approved or denied; the COSCA LSFE Coordinator shall immediately inform the authorized representative on the status of the outreach request;
18. It is the responsibility of the sponsoring organization to follow up the status of the outreach request; however, the COSCA LSFE Administrative Officers will also inform the authorized representatives on the status of the outreach request using contact information on the submitted forms;
19. All COSCA LSFE Coordinators are authorized to affix their signature on a duly approved outreach request;
20. Aside from the Criteria for approving CE activities, COSCA reserves the right to disapprove any outreach activity subject to the following:
 - a. Failure to submit the required pink form (after outreach activity report) of an earlier outreach project and others;
 - b. Partnership with an NGO, PO, institution and individuals having unscrupulous/suspicious character/nature or have been blacklisted by COSCA for various reasons;
 - c. Activities that contradict social development principles being espoused by COSCA or of the academic stature and ethical standards of the De La Salle University – Manila or of the Catholic Social Teachings; and
 - d. Sites or communities that are deemed unsafe for students due to incidence of violence and/or a serious breakdown of peace and order; and prevalence of naturally occurring, human induced or a combination thereof of hazards;
21. A denied outreach request for any or various reasons may still be considered upon fulfillment of COSCA requirements;

22. COSCA LSFE Administrative Officers will proceed to encoding all relevant information from the submitted and consequently approved Outreach/CE activities on the COSCA Outreach/CE activities data base;

B. DURING THE ACTIVITY

1. All off-campus outreach/CE activities of USG, CSO and other DLSU groups require the presence of their designated faculty adviser; or any faculty member of their choice; this is to ensure the safety and security of all participating students and their beneficiaries; in the event that the assigned faculty is not able to accompany the students it is the responsibility of the assigned faculty and the officers/members of the student groups to identify an alternate faculty member who will take the place of the original faculty member; in the event that no faculty is available to accompany the student group, the original faculty and the officers/members of the student group must request the assistance of a Discipline Officer (DO) from the DLSU Discipline Office to provide support during the said activity;
2. Outreach/CE activities conducted by USG, CSO and other DLSU groups in DLSU CE priority sites and projects require the presence of any of the following: COSCA designated faculty, COSCA LSFE project personnel, COSCA student facilitators, LOVE volunteers or COSCA contractual facilitators;
3. The sponsoring organization shall ensure that the project plan as detailed in the submitted outreach request, project proposal and MOA/MOU shall be strictly implemented; deviations from these shall have to be reported by the sponsoring organization in the post community service/outreach activity form (pink forms);
4. It is also the duty of the USG, CSO and other DLSU groups on outreach/CE activities to police their ranks and ensure that policies on proper Lasallian decorum are observed; outreach/CE activities are official DLSU activities thus all provisions in the DLSU student handbook governing student activities shall apply;
5. Transportation to ferry participants from DLSU to the outreach site and vice versa shall be responsibility of USG, CSO and the DLSU groups; DLSU undergraduate students are not allowed to drive any vehicle during the course of the outreach/CE activity; an adult, preferably a parent, relative or hired by the owner of the vehicle is to be designated as its driver; the driver is to be given a route to follow and this is strictly to be adhered to; alternative route needs to be cleared first with the representative of the sponsoring organization; the driver is responsible for the safety of members of the sponsoring organization;
6. COSCA has the option to conduct a spot checking to determine if the details of the outreach request, project proposal and MOA/MOU are observed and followed; in addition, the mentioned spot checking will also ensure that the elements stated in the CE framework are adhered to;

C. POST ACTIVITY REQUIREMENTS

1. After the outreach/CE activity, the authorized representative shall fill in and submit the required COSCA outreach report (pink) form; this should be submitted to COSCA within the prescribed time stated on the form;
2. The authorized representative shall then proceed to upload to a designated COSCA on-line facility (COSCA comdev multiply site) five (5) digital pictures taken during the outreach activity; each digital picture shall have to be properly labeled (title and date of activity); it is also suggested that these pictures include the partners/beneficiaries of the outreach/CE activity;

3. Failure to submit the required pink form shall delay the approval of the subsequent outreach activity by the USG, CSO and other DLSU groups;

D. GRIEVANCE PROCEDURE

1. USG, CSO and other DLSU groups officers and members including their faculty advisers are encouraged to write a formal communication addressed to the COSCA Director for complaints against any of the following: COSCA CE Coordinator; COSCA project staff; community partners/beneficiaries; institution personnel and beneficiaries; and others; the formal communication should include a detailed the incident report; the formal communication should also include a contact information of the representative of the sponsoring organization; the prescribed period for the submission of the formal communication is 30 school/working days after the actual date of the outreach activity; a formal communication submitted to the COSCA Director outside the prescribed period is not to be accepted and therefore to be declared as null and void;
2. The COSCA Director shall arrange for a meeting to discuss and clarify matters regarding the complaint(s);
3. The COSCA Director shall inform the sponsoring organization through a formal communication of actions taken by the Center to address the complaint(s);
4. USG, CSO and other DLSU groups officers and members including their faculty advisers may appeal the actions taken by the Center by writing a formal communication addressed to the Associate Vice Chancellor for Lasallian Missions (AVCLM) and a copy to be furnished with the COSCA Director; the communication should include a detailed incident report; the prescribed period for the submission of the appeal is 30 school/working days after the USG, CSO and other DLSU groups officers and members including their faculty advisers receives the formal communication coming from the COSCA Director of actions taken by the Center; an appeal submitted to the AVCLM outside the prescribed period is not to be accepted and therefore to be declared null and void;
5. The AVCLM shall arrange of a meeting to discuss and clarify matters regarding the complaints and the actions taken by the COSCA Director;
6. The AVCLM shall inform USG, CSO and other DLSU groups officers and members including their faculty advisers through a formal communication of actions taken by the AVCLM to address the complaint(s); actions to be taken by the AVCLM shall be final.