Please fill in and submit this form to Extracurricular Activities Unit.

|  |
| --- |
| **ACTIVITY**  |
| **Title:** |  |
| **Date and Time:** |  |
| **Location:** |  |
| **Type:** | □ one-time  | □ recurring (how often:………….………..) |
| **Details:**explain the proposed activity in detail |  |
| **Benefits of participation:**explain how the proposed activity will contribute to learners’ personal development |  |
| **Facilities requested:** | □ Conference hall  | □ Meeting room  |
| □ Classroom  | □ Shuttle bus  |
| □ Other (*please specify*)………………………………………………………………….. |
| **Budget required:** | □ Yes (amount:…………………….) please attach a list of required items | □ No |
| **No. of participating students**  |  |
| **Proposed by:** |  |
| **Signature:** |  | **Date:** |  |
|  |
| **EXTRACURRICULAR ACTIVITIES UNIT** |
| **Comment:** |  |
| **Opinion:** | □ in favor | □ against |
| **Signature:** |  | **Date:** |  |
|  |
| **VICE PRINCIPALS’ OFFICE** |
| **Comment:** |  |
| **Decision:** | □ approved | □ not approved |
| **Signature:** |  | **Date:** |  |