


VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 6.0
	DOCUMENT NAME STUDENT ORGANIZATIONS AND ALTERNATIVE LEARNING ACTIVITIES (ALA)	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

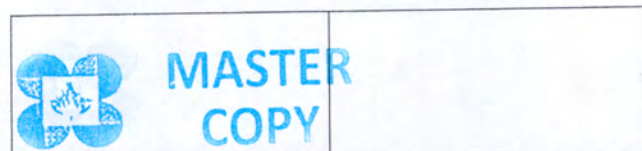
- 1.1 To better facilitate processing of accreditation of student organizations and/or Alternative Learning Activities (ALA).
- 1.2 To monitor the activities of student organizations and/or ALA.
- 1.3 To evaluate student organizations and/or ALA for re-accreditation.


2.0 SCOPE

This procedure applies to the necessary steps in organizing, accrediting, monitoring, and evaluating student organizations and/or ALA.

3.0 POLICIES

- 3.1 Student Organizations and/or ALA seeking recognition from the school should submit the following documents to the Division of Student Affairs (DSA) Chief as basis for accreditation:
 - 3.1.1 Application letter of recognition addressed to the DSA Chief, which contains the name and nature of the group.
 - 3.1.2 Constitution and by-laws – contains the philosophy, objectives, governance and membership requirements. There must be a provision that no hazing in any form is allowed in any initiation as a requirement to become a member in the organization.
 - 3.1.3 Program/Calendar of Activities.
 - 3.1.4 A signed statement from the prospective Adviser (who should be a teacher) that he/she is willing to assume supervision of the group. A student organization/ALA shall have at least one teacher-adviser.
 - 3.1.5 List of Officers and latest student record. Only scholars in good standing can be elected as officers in any school organization/ALA.
 - 3.1.6 List of Members. Student organization shall have at least 15 members.




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- 3.2 Grades 7-10 students shall be members of at least one but not more than three student organization/ALA, depending on student's capability or workload. On the other hand, Grades 11-12 students have the option to join student organizations/ALA.
- 3.3 All activities of student organizations/ALA shall be approved by the DSA Chief before implementation.
- 3.4 The following documents shall be submitted for clearance and re-accreditation:
- 3.4.1 Accomplishment Report
 - 3.4.2 List of Members and Officers
 - 3.4.3 Latest student record of elected officers
 - 3.4.4 Financial Report
- 3.5 The student organization/ALA shall submit these documents to the DSA Chief before the end of the school year.
- 3.6 The DSA Chief shall use the submitted documents as basis for evaluating the student organization/ALA.



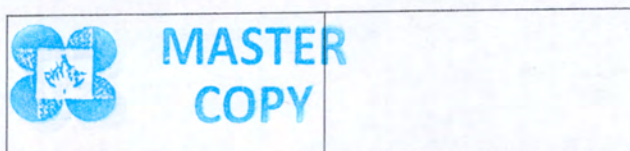
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4.0 PROCEDURES

4.1 Accreditation/Recognition

<u>Responsibility</u>	<u>Activity</u>
ALA/Club Coordinator	<ol style="list-style-type: none"> 1. Receives filled-out Student Organization/ALA Accreditation Checklist and other application documents from the students. 2. Reviews if all required documents are submitted; otherwise, notifies students on the requirement deficiency. 3. Reviews the nature and objectives of the proposed group. 4. Recommends approval to the DSA Chief.
DSA Chief	<ol style="list-style-type: none"> 5. Approves the student organization/ALA.
ALA/Club Coordinator	<ol style="list-style-type: none"> 6. Returns duplicate copy of the application letter to the student with corresponding decision. 7. If approved, updates the List of Recognized Student Organization/ALA. 8. Monitors the activities of the student organizations/ALA. 9. Coordinates with the Club Adviser or Officer/s for any concerns.




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4.2 Reaccreditation/Recognition

<u>Responsibility</u>	<u>Activity</u>
ALA/Club Coordinator	<ol style="list-style-type: none"> 1. Receives Letter for Re-Accreditation and year-end reportorial documents from student organizations/ALA. 2. Reviews if all required documents are submitted; otherwise, notifies students on the requirement deficiency. 3. Recommends approval of re-accreditation of the DSA Chief.
DSA Chief	<ol style="list-style-type: none"> 4. Approves the re-accreditation of the student organization/ALA.
ALA/Club Coordinator	<ol style="list-style-type: none"> 5. Returns duplicate copy of the Letter for Re-Accreditation to the student with corresponding decision. 6. If reaccredited, updates the List of Recognized Student Organization/ALA. 7. Monitors the activities of the student organizations/ALA. 8. Coordinates with the Club Adviser or Officer/s for any concerns.



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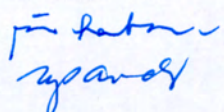
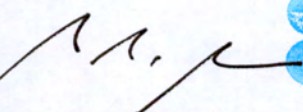

5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Student Organization/ALA Accreditation Checklist
- 5.1.2 Clearance Checklist
- 5.1.3 Financial Report Form
- 5.1.4 Clearance Form

5.2 Reports

- 5.2.1 Accomplishment Report
- 5.2.2 Financial Report

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