**Guidelines for ADULT LEADERS and Person-In-Charge**

**on Off-Campus and On-Campus Activities**

Student Clubs and Activities Office (SCAO) will assign Person-in-charge and Adult Leader/s for any Off-Campus and On-Campus activities before the schedule. For every ten student participants or less, there should be one Adult Leader who will do the supervision in the external or internal activity.

1. He / she / they will coordinate with the Student Clubs and Activities Office (SCAO) about the details of the activity.
2. He / she / they will prepare/ submit the following months/weeks before the activity:
	1. Activity Plan Sheet
	2. Parental Consent Form
	3. Letter from the organizers
	4. Flow of Activities
	5. Trip Ticket
	6. Excuse Letter
	7. Optional: Cash Advance Letter of Request (For Registration Fees and for food allowance )
* Please note that participants (optional) /adult leaders will be given allowance: PhP 50 for snacks and PhP 100 for lunch/dinner
* Liquidation report should be submitted to the SCAO within two weeks after the event.
1. He / she / they will double check the following two to five days prior to the schedule of the activity:
	1. Transportation Reservation and the Assigned Driver (N.B. Get the contact number and the name of the assigned driver.)
	2. Number and name of Participants with PCF reply slips
	3. Excuse Letters (for activities during weekdays)
	4. Registration fee/s
	5. Copy of the Activity Plan Sheet for the details
	6. Other Instructions from SCAO
2. He / she / they will collect all the parental consents at least two days before the event and double check before the expected time of departure. The person-in-charge will hold all PCFs for emergency purposes. No student will be allowed to attend the activity without the official Parental Consent Form duly signed by the parent/s or guardian/s of the participant. In case of lost/ forgotten parental consent, the adult leader/s will call the parent/s or guardian/s for verification and ask to send parental consent through email.

1. He / she / they will assign prayer leader before and after the activity.
2. He / she / they will assign buddy system for easy checking and/or monitoring of the attendance.
3. He / she / they will supervise and accompany the students from the start and at the end of the activity. He / she / they will strictly observe the school policy on Expected Time of Departure and Venue (ETD & V), and Expected Time of Arrival and Venue (ETD&A) as part of the school protocol.
4. He / she / they will stringently observe “SAFETY FIRST” policy throughout the duration of the activity.
5. He / she / they will consistently remind the participants about their proper behaviour befitting a Lasallian and about strict compliance with the school rules and regulations when in Off-Campus and / or in On-Campus Activity. (He / she / they will consistently remind all participants to do *Clean As You Go* (CLAYGO) at all times.)
6. He / she / they will inform the SCAO Head regarding concerns that need to be addressed immediately such as problems on transportation, registration, health and safety, and others.
7. He / she / they will report the attendance and the performance of the participants after the event.
8. All the participants are enjoined to write their individual reflection/ accomplish On and Off Campus Activity Evaluation Form (see dlsz-scao.weebly.com), which will be submitted two days after the activity. The best reflection will be featured in the Young Observer and/or Counter Point.
9. All necessary receipts or documents should be submitted to the Finance Department through SCAO within two weeks after the event to liquidate the budget requested.