

DE LA SALLE SANTIAGO ZOBEL SCHOOL



GUIDELINES ON CLUBS' OUTREACH

1. Coordinate with SAO regarding the proposed details of the in-reach (the date, possible number of participants and the proposed activities).
2. Seek the approval of your immediate head if the outreach is scheduled during weekdays.
3. Inform the SCAO regarding the details of the outreach such as the date, possible number of participants and the proposed activities.
4. Accomplish the Activity Plan Sheet (3 copies) and Parental Consent Form (templates shall be given by the SCAO Head).
**Upon approval, parental consent forms shall be given to students at least 3-4 days before the activity or earlier, to have more time for collection/confirmation.)*
5. Accomplish the trip ticket and on-line reservation for transportation.
6. Reserve medicine kit from the clinic.
7. Submit the names of the adult leader/s who will assist the moderator. The moderator will be the one to choose the adult leader/s. He/She is expected to orient the adult leader/s about the whole activity. The moderator is expected to be with the students the whole duration of the activity. **No moderator, no activity.**
8. Coordinate with the Finance Department to open a depository account after the collection of fees is approved by the LFMD Director and Principals.
9. Follow DLSZ School Rules, NO STYRO policy, Carbon Neutral advocacy, and CLAYGO at all times.
10. Submit the list of participants including the moderators and adult leaders to SCAO and CSO.
11. Emphasize proper decorum and proper attire to the participants.

DE LA SALLE SANTIAGO ZOBEL SCHOOL



GUIDELINES ON IN-REACH ACTIVITIES

1. Coordinate with SAO regarding the proposed details of the in-reach (the date, possible number of participants and the proposed activities).
2. Seek the approval of your immediate head if the in-reach is scheduled during weekdays.
3. Inform the SCAO Head of the details.
4. Accomplish the Activity Plan Sheet (3 copies) and Parental Consent Form (templates shall be given by the SCAO Head).

**Upon approval, parental consent forms shall be given to students at least 3-4 days before the activity or earlier, to have more time for collection/confirmation)*
5. Do include the other requirements below:
 - 4.1. Reservation of venue (online reservation – Physical Facilities Office) and equipment (at the LRC Non-print)
 - 4.2. Reservation of transportation, if needed (Trip Ticket and online reservation- CSO)
6. Accomplish the trip ticket and on-line reservation for transportation.
7. Reserve medicine kit from the clinic.
8. Submit the names of the adult leader/s who will assist the moderator. The moderator will be the one to choose the adult leader/s. He/She is expected to orient the adult leader/s about the whole activity. The moderator is expected to be with the students the whole duration of the activity. **No moderator, no activity.**
9. Coordinate with the Finance Department to open a depository account after the schedule/collection of fees is approved by the LFMD Director and Principals.
10. Follow DLSZ School Rules, NO STYRO policy, Carbon Neutral advocacy, and CLAYGO at all times.
11. Submit the list of participants including the moderators and adult leaders to SCAO and CSO 2-3 days before the event.
12. **On Visitors: Write a letter to the Campus Services Office Head or to the Director for Administrative Services noted by the SCAO Head. The security shall have the list of visitors coming, 2-3 days before the approved activity for security purposes.**
13. Emphasize proper decorum and proper attire to the participants.