OFF-CAMPUS ACTIVITY CHECKLIST

Name of Activity: _____Participants: _____
Time and Date: _____Venue: _____

REQUIREMENTS	Curricular	Non-Curricular	Remarks
a. Nature and Purpose of Off-campus Activity	• Curriculum specifying course title, unit credits and time-allotment of the Off-campus Activity • Course Syllabus reflecting relevance of educational tour/field trip • Parallel activities • Conduct of Orientation Meeting	• Letter of Invitation from Organizer • Order from the Administration • Proposal for the Off-campus Activity • Alternate Activities • Conduct of Orientation Meeting	
b. Destination	• Itinerary and schedule of trip • Coordination with LGU (as needed)	• Itinerary and schedule of trip • Coordination with LGU (as needed)	
C. Transportation	• Owned by the HEI Updated /valid documents a. Registration b. Insurance Coverage c. Driver's license d. Assurance of roadworthiness • Third party or sub-contracting Updated /valid documents a. Registration b. Insurance Coverage c. Driver's license d. Assurance of roadworthiness e. Updated/valid franchise w/ LTFRB f. Travel and Tour Operator duly accredited by DOT	• Owned by the HEI Updated /valid documents g. Registration h. Insurance Coverage i. Driver's license j. Assurance of roadworthiness • Third party or sub-contracting Updated /valid documents e. Registration f. Insurance Coverage g. Driver's license h. Assurance of roadworthiness k. Updated/valid franchise w/ LTFRB l. Travel and Tour Operator duly accredited by DOT	

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d. Parent's Consent	written consent of the parents or the student's guardian duly notarized/subscribed	written consent of the parents or the student's guardian duly notarized/subscribed	
e. Medical Clearance	Medical clearance from School Doctor	Medical clearance from School Doctor	
f. Personnel in Charge (PIC) - For many PICs, the leader must be a regular employee of the college - PIC – Student Ratio must be 1 : 30-50	• Designation or order from Administration indicating PIC's role and responsibilities before, during, and after the off-campus activities. • Relevant certificate on first-aid training	• Designation or order from Administration indicating PIC's role and responsibilities before, during, and after the off-campus activities. • Relevant certificate on first-aid training	
g. First-Aid Kit	First-Aid Kit	First-Aid Kit	
Post-Activity			
	Cash Advance Liquidation /Reimbursement Report	Cash Advance Liquidation /Reimbursement Report	
	Learning journal/paper reflecting student's observations, learning, findings, and noteworthy experiences.	Activity Accomplishment Report (Hard and Soft copy documentation)	

Checked BY:

ROCHELLE P. PATO

Date:

Reviewed By:

JONATHAN S. DELA CRUZ, DBA

Date:

Additional Notes:

- In consideration of the Semestral requirement that students may only be allowed to incur absences not more than 20% of the total number of prescribed class meetings,
  - Class disruptions due to activities by student organization will be limited to 5 days within the semester
  - Individual student's leave from classes due to attendance to various external activities will be limited to 7 days within the semester
    Exemptions:
    - Attendance to activities sponsored or required by the BISCAST Administration