

**REQUIREMENT CHECKLIST: Extra-Curricular-related Activities****A. For attendance in conventions, seminars, conferences, symposia, trainings, team building, interschool competition or tournaments, sports competition, culture and arts performances and competition and other related activities**

The following documents must be prepared by the proponent faculty and must reach ODS 10 working days prior to the proposed date of off-campus activity:

- ☒ Certificate of Compliance and Report of Compliance (*Annex A & B 4 copies each with original signature*);
- on process (OP)* ☐ Letter of request to the President through proper channel (3copies);
- ☒ Letter of Invitation, Letter of Award, etc.
- ☒ Copy of a letter to the parents or guardians explaining the relevance of the off-campus activity;
- ☒ List of students who will attend
- ☒ Notarized or subscribed Parents' consent (for single student) or Family consent (for married student) (*Annex C*);
- ☒ Emergency preparedness plan ;
- ☐ Medical Certificate, if necessary, issued by the VSU Physician;
- ☐ Recommendation for additional chaperon (with skills on first-aid) if the group size exceeded the staff-student ratio of 1:40;
- ☐ Schedule of fees to be collected with itemized breakdown of expenses and fund sources, if any;
- ☐ Certificate of Student Insurance;
- ☐ Means of Student mobility:
- a. For VSU vehicle:
  - Trip ticket
  - Valid driver's license
- b. For direct hiring (franchised) vehicle
  - LTFRB valid certificate of franchise of the operator
  - Special permit from LTFRB if transportation is out-of-line
  - Vehicle valid registration
  - Valid driver's license
  - Certificate of road worthiness
- c. For subcontracting travel and tour operator
  - Travel and Tour Operator Accreditation Certificate by the DOT
  - Plan of Itinerary of Travel
  - Certification from the LTFRB for the validity of the franchise of the proposed operator, if applicable
  - Vehicles' updated/valid documents of registration, insurance coverage, driver's license, assurance of roadworthiness
- d. For motorboat
  - MARINA/PPA/COAST GUARD of motorboat's operator valid registration and license to ferry passengers with specified capacity
  - Licenses of the motorboat crew
  - Certificate of sea travel worthiness