TO Student Leaders

FROM Director, Student Development

SUBJECT Clearance Requirements 2018

DATE 5 May 2018

As the academic year 2017-2018 draws to a close, I thank you, on behalf of Student Development, for your cooperation in the implementation of its development programs.

Part of your duty is to ensure your successors will have clean and clear set of documents for reference purposes and for them to continue the organization’s smooth operations. Student Development also needs these documents or terminal reports as prototypes for the next batch of officers.

All officers, especially the president and treasurer, should closely work together to prepare the reports.

Should you have any questions, please do not hesitate to approach any of the SDev Team.

**CLEARANCE REQUIREMENTS**

Each organization will compile and organize the post-event reports they submitted for the entire school year. Additional matrices are required to summarize all accomplished events or projects.

Soft copies of what you will submit shall also be emailed to rpandapatan@feu.edu.ph, cc: immaclang@feu.edu.ph

**A. Annual/Fiscal Report (Hard Bound)**

1. Title Page **(SOAR Clearance 1)**
2. Annual Report Checklist **(SOAR Clearance 2)**
3. Mission-Vision of Organization
4. Message from the SC/Organization President (with picture)
5. Directory of Officers **(SOAR Clearance 3)**
6. GPOA
7. Summary of Approved Projects **(SOAR Clearance 4)**
* Arrange the list of events from the least recent to the latest; succeeding pages (evidence) should be arranged according to the order or listed events)
1. Summary of Financial Report **(SOAR Clearance 5)**
2. Appendices
	1. Projects **(Evidence for # 6 “Summary of Approved Projects”)\***
		1. Approval of the event
		2. Copy of proposal
		3. Narrative reports (as mentioned in SOAR Post-Event Requirements) **(as submitted**

 **after every event)**

* + - news feature
		- at least 3 pictures
		- summary of program evaluation
		1. Liquidation Reports\*\* (as submitted after every event) **(Evidence for # 7 “Summary of Financial Report”)**
	1. Individual Awards received by any officer with pictures (if any)
	2. Awards received by organization (if any)

**B. Bank Accounts.** Organizations with bank accounts should turn over any remaining funds to the new batch of officers. Submit the following:

1. Turnover of Remaining Balance from Previous AY **(SOAR Clearance 6) (**Please fill out this form even if balance is P0.00. Indicate P0.00).
2. Photocopy of the passbook showing the remaining funds of the organization.

**C. Passbook.** This must be submitted to Ms. Raihana Pandapatan of Student Development.

**D. Social Media.** Outgoing officers should turn over the administration of social media pages or groups to incoming officers to ensure continuity of audience reach. Submit:

1. Print-screen that newly elected/appointed officer is now the administrator of the organization’s social media account

**E**. **Email Account.** Outgoing officers should turn over the password of the organization’s FEU email account to incoming officers. This is the official email account that must be used by the student organization when communicating via email.

**F**. **Office Furniture, Materials, Equipment, etc.** Outgoing officers should make a list of the materials, furnitures, equipment, etc that needs to be turned over to the incoming officers.

\*Should be arranged per project

\*\*Arrange receipts according to the expense item mentioned

**D. Guidelines**

1. Unless the report is submitted, all officers will be blocked in the enrollment system. Temporary clearance will be issued by SDev so the officers can enroll. Graduates’ TOR and diploma will not be released unless the report is submitted and audited.
2. Please use Arial, 10 points all throughout the report except for the title page. Use LONG bond paper.
3. Due date is on or before **May 31, 2018, 6PM**
4. Use the forms that are downloadable from <http://feu-clip.weebly.com>
5. Please observe color coding for the cover of annual reports:

**FEUCSO and SC - Black**

**Academic Orgs – Maroon**

**Uni-Wide Orgs – Gray**

**Makati Orgs - White**