



### D.3

## STUDENT FUND-RAISING ACTIVITIES

### 1. Processing of Application for Student Fund-Raising

Fund Raising Application or commonly called FRA is a way for recognized student, employees, and faculty organizations to raise funds to finance specific projects. The FRA is regulated under PUP Memorandum Order No. 43, S. 2013.

<b>Office or Division:</b>	<b>Operations Section</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transaction:</b>	<b>G2C</b>			
<b>Who may avail:</b>	<b>Students and Student Organizations</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
FRA Application – Annex A		<a href="http://www.pup.edu.ph/downloads/students/">http://www.pup.edu.ph/downloads/students/</a>		
FRA Application – Annex A-1		<a href="http://www.pup.edu.ph/downloads/students/">http://www.pup.edu.ph/downloads/students/</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit completely filled-up FRA Application with complete attachments and with CTS# assignment from requesting Sector	1.1 Accept the Application	None	2 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	1.2 Accept the CTS# in the system	None	5 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	1.3 Stamp- Received the Application and the receiving	None	3 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	copy of the client			
	1.4 Log-in the Application, assign Application Number, & Print the FRA Checklist	None	20 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)



	<p>1.5 Initial Evaluation</p> <p>1.6 Check attachments against the FRA Checklist</p>	None	30 Minutes	<p>OSS Staff (OSS Office, Charlie M. Del Rosario Building)</p>
2.Registration of Control Sheet	2.1 Control-stamping of the Control Sheet	None	30 Minutes	<p>OSS Staff (OSS Office, Charlie M. Del Rosario Building)</p>
	<p>2.2 Officer Evaluation and Endorsement of OSS Director</p> <p>2.3 Evaluation of the FR Application</p> <p>2.4 Review previous FRA's Post-Activity Requirements (financial report, fund balances, turnover, etc.)</p> <p>2.5 Review Venue Availability</p> <p>2.6 Review Market Survey if Proponents are procuring item/s, equipment,</p> <p>2.7 Approval of OSS Director for endorsement to FRA Board</p>	None	2 Days	<p>Chief, Students Affairs Services; OSS Director (OSS Office, Charlie M. Del Rosario Building)</p>



	<p>2.8 FRA Board Approval</p> <p>2.9 Main Campus Applications</p> <p>a. VPAA</p> <p>b. VPSAS</p> <p>c. OEVF</p> <p>d. VPF</p> <p>2.10 Branches &amp; Campuses</p> <p>a. VPBC</p> <p>b. VPAA</p> <p>c. VPSAS</p> <p>d. VPF</p>	None	<p>4 Days</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p>	<p><i>FRA Board Members</i></p> <p>2F, South Wing</p> <p>2F, South Wing</p> <p>2F, South Wing</p> <p>2F, South Wing</p> <p>2F, South Wing</p> <p>2F, South Wing</p> <p>2F, South Wing</p> <p>2F, South Wing</p>
3. Student to submit a photocopy of the approved FRA to OSS	Stamped-Receipt of the approved FRA copy	None	30 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
4. Stamping of Tickets, OR	Supervision and Recording of tickets stamped with "OSS Registered"	None	0.5 Day	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
<b>TOTAL:</b>			<b>6.5 Days, 2 Hours</b>	