**NAME OF ORGANIZATION/ALA:**

|  |  |
| --- | --- |
| **REQUIREMENT** | **REMARKS** |
| Application Letter |  |
| Constitution and By-Laws |  |
| Program/Calendar of Activities |  |
| Adviser’s Acceptance Letter |  |
| List of Officers with latest Student Record |  |
| List of Members |  |

Reviewed by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Club/ALA Coordinator

Date:

Approved by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DSA Chief

Date: