**APPLICATION FORM FOR STUDENT PUBLICATIONS**

**Approval Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Student Publication** |  | | |
| **Editor-in-chief** |  | | |
| **Faculty Adviser** | *Full Name* | | *Status of Appointment* |
|  | | * permanent * temporary * job order |
| **Assistant Adviser *(if any)*** |  | | * permanent * temporary * job order |
| **Total Number of Editorial Board Members** |  | | |
| **Total Number of Staff** |  | | |
| **Official Social Media Accounts** | *Social Media Site* | *Link* | |
| * Facebook |  | |
| * Instagram |  | |
| * Twitter |  | |
| * Others |  | |
| **Application Type** | * *renewal (student publication previously granted recognition)* * *new (newly organized student publications or inactive for more than one school year with at least fifteen (15) founding members)* | | |
| **Classification of Publication** | * University-wide: | | |
| * College-based   Name of College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

***To be filled out by SPU staff:***

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required Attachments:

Status of Application:

* Approved
* Disapproved

Reason/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Student Publication Unit Head*

* Statement of Involvement/Commitment/Acceptance of the Editor-in-chief (TSU-SPU-SF-10) and Faculty Adviser(s) (TSU-SPU-SF-09)
* Information Sheet Form of Editorial Board Member and Staff (TSU-SPU-SF-02)
* Directory of Editorial Board Members and Staff (TSU-SPU-SF-14)
* Constitution and By-Laws (for new student publications)
* Publication Logo
* Accomplishment Report (not for new publications)
* Financial Statements/Report (not for new publications)
* General Plan of Action and Budget (TSU-SPU-SF-08)