



Ateneo de Zamboanga University

The Jesuit University in Western Mindanao, Philippines
Since 1912

Office of the Student Activity Senior High School

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STUDENT ACTIVITIES POLICY STATEMENT ON MODERATORS

All campus organizations must have a moderator who is a full-time employee of ADZU SHS.

The role of the organization's moderator is a most important one. It is imperative that the moderator attends meetings regularly, expresses his/her views, works with members of the group to develop an efficient and effective organization, and ensures that senior high school policies and procedures are followed. The moderator must be both accessible and interested and must provide whatever counsel or advice to the group and its officers might seek from them. The moderator should:

- A. Familiarize themselves with the Campus Organization Manual and follow its policies and procedures. Also ensuring that the members of the student organization follow the policies and procedures of the Campus Organization Manual.
- B. Help make plans far enough in advance to avoid any difficulties in carrying activities.
- C. Supervise all activities and events of the organization held on campus and apply for approval of such activities by completing and returning the student activity form to the Student Activities Office at least two weeks prior to the event.
- D. Oversee the finances of the organization.
- E. Work with the officers of the organization to promote efficient and effective administration of the organization.
- F. Consult with the Student Activities Office when questions or problems regarding the organization arise.
- G. **Help the officers get chaperones for events. All activities sponsored by an organization must have chaperones in attendance. Security must be arranged in advance by contacting USO. Students must show identification to attend senior high school-sponsored activities. The non-ADZU guests must also show a valid ID.**
- H. **Help the officers of the organization enforce the senior high school policy which dictates that the possession or the consumption of alcoholic beverages and narcotics at all student functions on/off campus is strictly prohibited. All members of the organization, the advisor, and chaperones attending the function share this responsibility.**
- I. Remind students that problems may arise with guests who attend the functions of the organization. Members of student organizations are directly responsible for all guests who come to their function and are responsible for the conduct of their guests at school functions.
- J. Insure that a representative of the organization be appointed to attend all regularly scheduled SGA meetings.

I agree to comply with the aforementioned responsibilities.

Moderator's Name and Signature

Date

Organization