



The Premier National I. T. Student Organization

JPCS PRIMER

*Junior Philippine Computer Society
Primer Revision 2.0
August 2003*

TABLE OF CONTENTS

INTRODUCTION..... 1

BRIEF HISTORY OF JPCS 2

Formation..... 2

National JPCS 2

The Subsequent Years..... 3

THE JPCS MISSION 4

Goals of JPCS 4

JPCS Code of Ethics 5

THE JPCS STRUCTURE 6

Organization Levels 6

Steering Committee 6

National, Regional, District Officers 6

HOW TO ACTIVATE A JPCS CHAPTER..... 7

Application Requirements 7

Steps to Activate a JPCS Chapter 8

Renewal and Re-activation of JPCS Chapter..... 8

HOW TO ORGANIZE JPCS PROJECTS..... 9

Managing JPCS Projects..... 9

PROPOSED PROJECTS FOR THE JPCS..... 12

General Calendar of Activities..... 12

Description of Activities 12

Other projects/ideas 15

HOW TO CONDUCT JPCS MEETINGS 18

Guidelines in Conducting Meetings..... 18

JPCS NATIONAL OFFICERS 19

Board of Directors..... 19

Officers 19

DISTRICT OFFICERS 22

Board of Officers 22

Officers 22

JPCS CHAPTER OFFICERS 24

Board of Directors..... 24

Officers 24

Auditor 25

Chapter Representative 26

Adviser..... 26

JPCS FINANCIAL MANAGEMENT 27

JPCS RECOGNITION SYSTEM..... 29

Background..... 29

Objectives 29

Key Concepts..... 29

FREQUENTLY ASKED QUESTIONS.....	30
CHAPTER ACTIVATION/RENEWAL REQUEST FORMAT.....	A1
LIST OF ACTIVE MEMBERS FORM.....	A2
MEMBERS DATABASE IN EXCEL FORMAT	A3
MEMBERSHIP FORM.....	A4
PROJECT PROPOSAL FORMAT.....	A5
MINUTES OF THE MEETING FORMAT	A6
SAMPLE BUDGET PROPOSAL.....	A7
FINANCIAL STATEMENT FORMAT	A8

INTRODUCTION

The Junior Philippine Computer Society is a student organization involved in the field of information technology. It aims to provide students with the complementary experiences needed to become a world class I.T. professional, in addition to what they learn in school. It provides the student an opportunity to experience unity with other students from different schools in the pursuit of I.T. excellence through common projects.

The JPCS also provides many benefits for the participating school. JPCS seeks to stimulate friendly competition among schools. Competition winners not only win for themselves, but win for their schools – which is an inexpensive yet far reaching advertisement about the quality of the school's education. Graduating JPCS members have an advantage over others as they bear not only their academic credentials, but can boast of membership in an organization that is directly linked to the Philippine Computer Society, the premier organization for IT professionals in the country.

These are only some of the advantages of having a JPCS student organization in your school. This JPCS Primer aims to introduce the school deans, JPCS advisers, JPCS officers and members to the JPCS organization, and how to activate your local JPCS chapter. The Philippine Computer Society, realizing the importance of its linkages with the youth and the academe, is extending unprecedented support in this endeavor. For this purpose, a JPCS Steering Committee was established in order to guide the schools and their students in forming their own JPCS local chapter. JPCS is and will always be a part of the Philippine Computer Society. It is because of this that your school can also be assured of the continuing support of the I.T. industry.

Take your time in going through this Primer. If you have any questions or further inquiries, please feel free to contact the PCS office or any member of the JPCS Steering Committee. JPCS shares your goal in preparing your students to both learn and experience the world of Information Technology.

BRIEF HISTORY OF JPCS

FORMATION

In January 1989, the Philippine Computer Society organized a group of young computer professionals, mostly students and computer enthusiasts. The group was called Philippine Computer Society - Junior Programmer's Guild (PCS-JPG). It aimed to improve the knowledge and skills of the youth in the field of Information Technology. It initially had 17 recognized chapters in Metro Manila and was under the Special Interest Group for Software that was spearheaded by Mr. Luis A. Chanco and Mr. Antonio "Bach" Cuyugan. At that time, the PCS-JPG was the only national student organization catering to computer enthusiasts coming from different schools.

The PCS-JPG started its first two days in an off-campus computer workshop/conference at the MERALCO Foundation Institute (MFI). This was participated by all the 17 chapter schools and several guests from the Philippine Computer Society.

In July 1990, PCS-JPG changed its name to Junior Philippine Computer Society (JPCS). It was a committee under the PCS. 1990 also saw the launching of the first national computer convention for the youth, Explore I.T. '90. The event was held at the Ateneo de Manila University in Makati. Although the organizers were mostly PCS members, the JPCS gained enough experience for their future projects. The success of the project raised the consciousness level of other schools and sectors of our society regarding JPCS.

NATIONAL JPCS

At the start, JPCS consisted of different school chapters under the guidance of the Philippine Computer Society. There was no elected National JPCS to organize projects at the national level, and to promote unity among the different schools. 1991 saw the initial efforts in running a national JPCS. A national JPCS board was elected from the presidents of the local chapters and given the authority to make its own decisions and its own projects. Their biggest project is an inter-school student convention entitled "Explore I.T." which started in 1992 and was held at the Intellect Building of De La Salle University. The project was very successful that it prompted JPCS to make Explore I.T. an annual event.

THE SUBSEQUENT YEARS

The period from 1991 to 1998 saw many peaks and valleys of JPCS. The initial years saw tremendous success through the hosting of civic, educational, membership-generation and fund-raising projects. A list of successful projects includes the following:

- A Christmas raffle draw for the victims of Mt. Pinatubo.
- A national member's ID cum privilege card.
- JPCS sports fests.
- JPCS disco parties and advance movie screenings.
- Oplan Sagip Bukid which involved providing a computer system to Guagua, Pampanga to help the Department of Agriculture monitor the production of crops in the area.
- Participation in several national elections as NAMFREL volunteers in many roles (encoders, supervisors, etc.)
- Effective manpower pool for various PCS projects such as for the National I.T. Convention, the Programming Competition, SEARCC, etc.
- Organizing Explore I.T., the national IT conference of JPCS.

Because of these successes, JPCS grew beyond 20 chapters. A key reason for this was the continuing support of PCS to the student leaders of JPCS. The National Board ran its own affairs through the national officers who were all students. Projects were conceptualized and executed by the students with the guidance of PCS.

But since JPCS requires that all officers must be students and not graduates or professionals, there was a problem concerning continuity each time a new batch of National Board was elected. Outgoing officers are mostly graduating students while newly elected officers are usually students who have never handled an inter-school student organization. These new officers have to handle an IT organization with an initial membership of 20 chapter schools composing of more than 2,000 members. Because of this continuity problem, PCS decided to create the JPCS Steering Committee in 1999 composed of selected PCS members who had experienced handling JPCS. Most of them were former officers of JPCS.

Through this governance structure, JPCS programs will be assured both continuity and growth. Yet, JPCS officers will still be provided with leadership opportunities in running the national projects, but this time supported by a select group of PCS members who can provide insights to the problems and opportunities as experienced by previous batches of JPCS officers.

It is in this rebirth by which the Philippine Computer Society invites schools to activate their JPCS chapters, whether they have had one before, or are organizing one for the first time. Both old and new chapters will feel confident in the fact that the rethinking behind the new JPCS organization will only benefit them more by providing more opportunities for growth and development for members, chapters and schools.

THE JPCS MISSION

*We want to create and maintain
an exciting extracurricular learning environment
for future IT professionals
that complements the academic objectives
of our member schools,
and is sensitive to the needs of the IT Industry.*

*We want to unite the youth
under a banner of leadership, technical excellence
and ethical conduct
fostering among themselves
lasting friendships,
a spirit of cooperation
and a genuine love of God and country.*

GOALS OF JPCS

1. To promote among enthusiasts the understanding and usage of information technology.
2. To encourage the development of higher standards of computer education among the chapter schools.
3. To provide an organization for information exchange among its members, thereby promoting and improving I.T. in the whole country.
4. To prepare the student for the technical, leadership and ethical challenges as a future I.T. Professional.

JPCS CODE OF ETHICS

JPCS has established the following Code of Ethics and requires its observance as a prerequisite for continued membership and affiliation with the organization. Each member must recognize that acceptance to the organization is a privilege that must be earned and maintained. Members pledge to advocate, to adhere, and to fully support this Code of Ethics.

JPCS members who willfully violate any principle stated in this Code of Ethics may be subjected to disciplinary action and will answer directly to the Philippine Computer Society.

Principles:

- To maintain the highest standard of professional conduct among its members.
- Gives public assurance of ethical behavior among its members.
- Act honorably, honestly, justly, responsively and lawfully.
- Protect the organization's interest with pride and honor.

Excerpt:

- I will use my special knowledge and skills for the benefit of the public.
- I will serve my school, mother organization and colleagues with integrity, subject to an overriding responsibility to the public interest, and I will strive to enhance the competence and prestige of the organization.
- I will not engage in or be a party to unethical or unlawful acts that negatively affect the community, my professional reputation, or my organization.
- I will refrain from any activities that might constitute a conflict of interest or otherwise damage the reputation of the school or the organization.

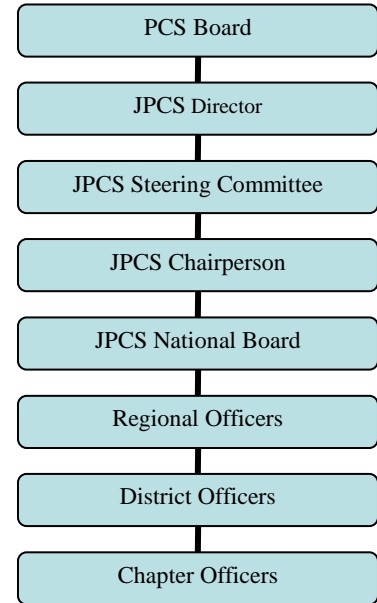
THE JPCS STRUCTURE

ORGANIZATION LEVELS

- PCS Board
- JPCS Steering Committee
- National Officers
- Regional and District Officers
- Chapter Officers

STEERING COMMITTEE

- Accredits/accepts JPCS chapter schools.
- Formulate policies, mechanics and guidelines on JPCS.
- Recognizes and supports elected JPCS officers.
- Approves creation of intermediate organizational units (e.g. Districts, Regions).
- Monitors and guides National Board in organizing their projects.
- Reports to the PCS the accomplishments and problems of the JPCS.
- Monitors the finances of JPCS.
- Provides leadership training to the elected officers of JPCS.
- Selects a JPCS Chairperson each year from its members. The chairperson is tasked to personally be responsible for the welfare of the JPCS National Board.
- Be a role model for the student leaders of JPCS in terms of professionalism in the field of I.T.



NATIONAL, REGIONAL, DISTRICT OFFICERS

- Promote JPCS in all colleges and universities recognized by CHED nationwide.
- Initiate membership campaigns to increase the participation of student in the field of I.T.
- Organize national and regional projects.
- Reports to PCS though the Steering Committee all meetings being held and projects being organized.
- Responsible to the welfare of the student body in different chapter schools.
- Be professional in their conduct since they are part of a recognized institution in the country, the Philippine Computer Society.
- Live the Mission, Achieve the goals and Follow the Code of Ethics as inscribed in the JPCS Primer.
- Must know and understand the JPCS Primer from cover to cover.
- Be a responsible and respectable member in all aspect of his/her life (family/school/society).
- Learn to be a good leader and contribute to the welfare of the organization.

HOW TO ACTIVATE A JPCS CHAPTER

APPLICATION REQUIREMENTS

I. CHAPTER SCHOOLS

1. Must be a college or university that is recognized by the Commission on Higher Education (CHED), or Department of Education, Culture, and Sports (DECS).
2. Must have an accredited I.T. related course.
3. Must designate an adviser, preferably a member of the Philippine Computer Society.
4. Must submit an application letter duly signed by the School President, College Dean, or the Dean of Student Affairs. The application letter is submitted each year together with the chapter activation form.
5. Must submit the JPCS local chapter activation/renewal form containing the list of chapter officers, members, and adviser (both hardcopy and softcopy).
6. Must have at least 30 qualified members.
7. Must remit to the JPCS Steering Committee the Annual Chapter Fee and student membership fees¹
8. Must submit their calendar of activities for the present school year.
9. Must have an email address that will be used for communication purposes.
10. Must set up an independent computer organization in their school.

***NOTE:** If in case there is an existing computer organization and the school does not allow another computer organization to exist, the organization can add “JPCS” to its name or include “an affiliate of JPCS” after the name of the organization. The president of the existing computer organization shall also be the head of the JPCS chapter. All officers of the said organization must also be a member of JPCS.*

II. INDIVIDUAL MEMBERS

1. Must be a college student until July 31 of the following year.
2. Must submit the JPCS Student Application Form to their local chapter.
3. Must remit to the local chapter the application fee. The application fee also includes the annual membership fee to the JPCS National.
4. Must be of good moral character, with a demonstrated desire to improve oneself in the field of computer technology.

¹ Currently set at ₱ 500 and ₱ 50 per year respectively (both for new and renewing chapters).

STEPS TO ACTIVATE A JPCS CHAPTER

1. Identify a dedicated adviser to guide your JPCS chapter.
2. Get endorsement letter signed by the School President or the College Dean or the Dean of Student Affairs.
3. Seek out your past JPCS members or recruit interested students.
4. Fill up the Chapter activation form and make sure that all members submit their application form.
5. Conduct a general assembly and elect your officers.
6. Assign or designate your chapter representative to the National Board.
7. Submit all forms to PCS and include a softcopy of the membership forms.
8. Pay all necessary dues to PCS in full. Partial payments are not allowed.
9. Receive chapter recognition from PCS.
10. Submit to PCS your calendar of activities. This includes proposed projects in your local chapter, semester-breaks, expected date of mid-term and final exams, defense date of thesis, and other activities that may hamper involvement with JPCS.

RENEWAL AND RE-ACTIVATION OF JPCS CHAPTER

1. Fill up the Chapter Activation/Renewal Form and make sure that all members submit their application form.
2. Submit forms to the JPCS Membership Director including list of members and softcopy in prescribed Excel format (*copy of prescribed Excel format may be acquired from the membership director or national board*).
3. Pay all necessary dues to the JPCS Treasurer in full. Partial payments are not allowed.
4. Submit calendar of activities to the JPCS Chapter Development Director. This includes proposed projects in your local chapter, semester-breaks, expected date of mid-term and final exams, defense date of thesis, and other activities that may hamper involvement with JPCS.

IMPORTANT:

- *All JPCS Chapters must renew their membership every year. The duration of membership covers only one school year, from June to May of the following year.*
- *Renewal period for membership is from June to August only.*
- *Chapter schools whose chapter representative is a member of the national board must renew their membership within three (3) months after the national election.*
- *Chapter schools should elect their incoming chapter representative by January of each year and must join all national activities in preparation for the national elections.*

HOW TO ORGANIZE JPCS PROJECTS

MANAGING JPCS PROJECTS

I. GUIDELINES FOR ORGANIZING A JPCS PROJECT

1. Determine the objective of the project.

- Is the project organized to raise funds?
- Is the project organized to unite JPCS members?
- Is the project organized to help the society?
- Is the project organized to promote JPCS?
- Is the project organized to promote I.T.?
- Is the project organized to train JPCS members?
- Is the project organized to recruit JPCS members?

2. Form a theme for the project.

The theme should summarize all the objectives/aim of the project. The theme must not be longer than one sentence.

3. Name the project.

If the project is an annual event (i.e. Explore I.T.), the year can be added at the end. If it is a new project, a short and “catchy” name must be formulated.

4. Make a short description of the project.

Describe the mechanics or flow of the project. A one-sentence summary must be included in the project proposal. Describe how the objective is going to be achieved. The venue/s of the project should also be proposed.

5. Formulate a timetable for the project.

A logical timetable should be implemented. It should take into consideration the schedule of the student members. It should also note whether the schedule is in conflict with any PCS project. A time allowance should be implemented in the planning stage.

6. Compute the financial structure of the project.

Compute the expenses and income of the project. Be as detailed as possible in making the initial computation. Allow for additional expenses or “buffer”. Determine the initial investment or “seed money”. Determine if there is any net income. Always compute for worst-case scenario. List down all possible companies willing to support the project. Note that at the end of every fund-raising project, the Chapter is requested to donate to JPCS National through the JPCS Steering Committee twenty percent (20%) of the net proceeds of the event. Such donation will be acknowledged before the other JPCS chapters, and will be used to fund the operations of the JPCS on a national basis.

7. Assign people who will handle the project.

Assign people to the five basic positions as indicated in the project proposal. List down their duties and responsibilities in regards to the project. Make additional positions to cover other tasks. Assign people to a sub-committee if the need arise. It is very important to determine the duties of each person involved in the project and the expectation when their deadline arrives.

8. Look for a beneficiary.

There may be more than one beneficiary, but all projects must have at least one.

II. SUBMITTING THE PROJECT PROPOSAL

Fill up the Project Proposal form. For purely local chapter projects, it must be approved by the chapter's Board of Directors, and "concurred by" the chapter Adviser. Without the Adviser's signature, the project is not yet deemed to be valid under JPCS rules. The Adviser must ensure that the project safeguards the good name and reputation of JPCS.

A copy of the approved project proposal should be submitted to the JPCS Steering Committee at the PCS Office. Without this copy, the project is likewise not yet deemed to be valid under JPCS rules.

For national projects, or project involving collections in excess of P30,000, the project proposal (concurred to by their Adviser) is submitted by the chapter's Board of Directors for approval by the JPCS Steering Committee. The JPCS Steering Committee meets every second Friday of each month. For the project to be deliberated by the SC, it should be submitted at least one week prior to this date.

IMPORTANT. *It should be noted that any contract (sponsorships, rental of facilities, purchase, sale of assets, etc.) entered into between the local Chapter and the other party binds the Chapter and the other party into a legal agreement, but in no way binds the rest of JPCS, nor the Philippine Computer Society.*

The following should be included in the project proposal:

1. Full description of the project.
2. Complete organizational chart including their duties/expectations.
3. Detailed financial structure of the project.
4. Detailed timetable of the project including deadlines of each committee.

III. PROJECT LIFE CYCLE

1. Project Conceptualization
2. Project Proposal
3. Project Approval
4. Project Implementation
5. Project Realization
6. Project Completion Scrapbook

IV. NOTES

- Not all projects have a successful result. But it is up to the organizing committee to give their time and effort in making the project a success. Always give 100% effort to each project.
- JPCS is an organization for the youth. Remember to enjoy each project.
- All projects should be properly documented.
- These guidelines serve as basic expectations for projects, but may be enhanced by the chapter. It is up to the current batch of officers to come up with the best projects applicable at that time.
- Remember that the JPCS is the official student organization of the PCS. PCS reserves the right to withdraw any form of support to a project (even un-authorize a project as a JPCS activity) if the project is clearly not in the best interest of the organization.

PROPOSED PROJECTS FOR THE JPCS

GENERAL CALENDAR OF ACTIVITIES

DATE	ACTIVITY
June	Recruitment of members
July	Election of chapter officers <i>(if not done in February)</i>
August	Submission of membership form to National Board
August	JPCS General Assembly
September	Start Planning of Explore IT
October	JPCS Local activities
November	Local fund raising activities Inter-school sports fest
December	National fund raising activities
December	Outreach program Christmas party
January	Explore IT Youth Convention, Job Fair
February	Local Elections
March	National Elections
April	Leadership Training and Planning Seminar
May	Turnover of all documents to the PCS Steering Committee
June	<i>Induction of National Officers</i>

DESCRIPTION OF ACTIVITIES

The following activities are only proposals. They are subject to change upon the discretion of the current board of JPCS officers and the JPCS Steering committee.

1. “JOIN JPCS” PROJECT

This project involves the local chapter creating their own “gimmicks” to acquire new members. It also involves convincing old members to renew their membership. This is usually done during the first month of the school year. The result of this project is the increase of JPCS members which is a key requirement for JPCS Chapters.

Another part of this project involves the JPCS National; they are tasked to invite new schools to be part of the JPCS family. They have to approach schools in a professional matter so as to impress their target. They are required to present the achievements of JPCS and the advantages of having a JPCS chapter in their school.

2. PLANNING AND LEADERSHIP SEMINAR

This project involves the local chapter officers setting aside a day to plan the activities for the entire school year. Hopefully they can invite someone to give them some pointers in leadership skills. All plans will be submitted to the JPCS National during the National Planning Session. This session will involve the representative of all chapter schools, the JPCS Steering Committee and the national officers. The plans of each school will be reviewed and synchronized with the national plans. A guest speaker will be invited to give the attendees some insights on leadership or other aspects. Hopefully each batch of JPCS officers can create a national theme to be followed by all schools.

3. FUND RAISING PROJECTS

It is very important for the local chapter to have their own funds to be used for the entire school year. The membership fee generated is not enough for big projects. The fee is just enough for their membership card. Therefore it is suggested that the chapter school plan a fund raising activity during the first few months. The money generated will be used for their local projects such as T-shirt design contest, sports fest, programming competition, etc. At the same time, JPCS National will need funds to be used for major activities such as Explore IT, Outreach program, etc. Therefore there will be a fund raising project initiated by the JPCS National. Since all the plans will be discussed during the planning seminar, it is hoped that there will be no conflict once all these projects have started. Part of the membership fee will also be used in the solicitation of companies willing to support students by giving special discounts or privileges in their stores. Keep in mind that the JPCS is not a moneymaking organization. It only needs enough to sustain the projects lined up for the entire year.

4. EXPLORE IT

It is the most awaited event of the year for JPCS members. It is hoped that this event will be memorable for each batch of JPCS officers. Explore IT basically involves the following: Seminars, Exhibits and Programming Competition. The theme and details of the event will depend upon each batch of JPCS National officers. The seminars are tailored for the students and the price should be affordable. It is hoped that there will be sponsors for the event. The exhibits will showcase the latest technology and give big discounts to students. The programming competition will involve all chapter schools and show who is the best among different fields of computer science. The event itself can generate a lot of money if planned carefully. On the other hand, it can incur large losses if poorly managed. PCS will actively support Explore IT as if it were one of its own direct projects.

5. INTER-SCHOOL SPORTS FEST

This project aims to unify all chapter schools and let their members have a good time. It involves friendly games such as basketball, volleyball, silly games, etc. Trophies and awards will be given to outstanding members. Only minimal fees, if any should be collected. If possible, funds should come from sponsorships, with a subsidy

from the JPCS National. The local chapter can have their own sports fest as a means of getting the best athletes for the inter-school competition.

6. OUTREACH PROGRAM & CHRISTMAS PARTY

It is hoped that each batch of JPCS can have at least one outreach program. It may or may not involve computers. There is still a large portion of society who doesn't know anything about computers. And there are a lot of students who haven't touch and use a computer. As usual, the money to be used will come from the funds of the JPCS. Maybe a simple Christmas party can follow this outreach project. All members are invited and they can get to know each other.

7. I.T. TRAINING AND TUTORIALS

This project involves members or students participating in different fields of computer science. The speakers or facilitators will be invited and hopefully sponsored by PCS. The event may span 1 to 2 weeks depending upon the topics to be covered. Points or certificates can be given to attendees to qualify them in future careers. It is envisioned that this project can be part of the school curriculum to enable the students to experience current computer technologies. The project can also help the student select a career path or specialization in the computer field after graduation.

8. JOB FAIR

Companies will be invited to set up booths in chapter schools or in a designated area so that graduating students can go and apply for work. PCS will help in the invitation of companies. JPCS will provide the companies with a complete list of its graduating members with their corresponding credentials. The companies can also hire the student on the spot after reviewing their credentials and conducting the interview. It is envisioned that all students be given a fair chance in applying for a job. This project is also beneficial to the schools since it will give their graduates equal footing when applying for a job in a top computer company. Students seeking OJT (On-the-job training) can also apply at these companies.

9. LOCAL AND NATIONAL ELECTION WITH YEARLY REPORT

Elections will be held near the end of the school term, at least four weeks prior to any final exam schedule. All local chapter presidents must give their yearly achievement report to their respective schools. Local chapter elections will be carried out first before the national election. During the national election, the national president will also report on the achievement of the JPCS as a national organization. The elected officers of the national chapter will be inducted by the PCS.

OTHER PROJECTS/IDEAS

1. MEMBERSHIP ID & JPCS DIRECTORY

A credit card type ID will be designed and implemented for the whole JPCS organization. Sponsorships from companies will be solicited to give discounts or privileges to JPCS members. The JPCS Directory will list all the members and all the companies who support JPCS.

2. JPCS WEBSITE

The site will list down everything about JPCS including the list of current members. It will also provide links to other sites that can help I.T. students in their studies. Since the Internet has become a part of our lives, it is a goal of this project to let each member participate and contribute to this web site.

3. JPCS COMPUTER RESOURCES

Computer books and equipment can be borrowed by chapter schools or members for a short period of time. These resources will be kept by JPCS National and accumulated over time. It will be some sort of library which will have books donated by some companies.

4. JPCS Recognition System

A system will be setup to record the achievement of each member. This system can be accessed by companies and possibly provide future employment to qualified members. This will also keep track of the achievements of each member even after he finished his membership with JPCS. This system aims to give awards to deserving students and leaders within the JPCS.

5. VIRTUAL JPCS COMMUNITY

This project brings current and past members together through the Internet. Current students can pose questions or inquiries and these can be answered by anyone in the community. A password system can be established to provide some privacy. Since the Internet knows no boundary, former JPCS members in the USA or anywhere will be able to participate in the activities of the current board.

6. JPCS “IT FOR EVERYONE” PROJECT

JPCS will send some of its members to secondary school (high school) to talk about IT in general. Demos can also be prepared so that the students will be enlightened. There are a lot of students who do not have the opportunity to study in college. There are more secondary schools than colleges or universities. Therefore it is only appropriate that we spread IT among these students. Maybe JPCS can also provide scholarships or ask companies to give scholarships to deserving high school students.

7. JPCS “SAVE THE COMPUTER” PROJECT

This project aims to save old but working computers from being thrown away. Big, multi-national companies will be asked to donate any used or unused computers. If

there are defects, the students can use them for practice; maybe they can be used during their “A+” certification. If they are in working condition, they can be contributed to schools that do not have any computer facility. JPCS will be tasked to coordinate the transfer and checking of computers.

8. JPCS INTERNATIONAL AFFILIATION

JPCS will look for other student computer organization outside the Philippines. JPCS will start in Asia then move to other countries. Maybe an exchange program can be established. The project aims to give JPCS members an idea about other students in the field of IT. This project also hopes to gather information from international universities and colleges regarding computer studies. The members will have a chance to study abroad since some generous companies can sponsor them. Maybe lucky JPCS members can join some international expo (SEARCC, COMDEX, etc.) sponsored by PCS.

9. JPCS & PCS WORKING TOGETHER

JPCS will involve some of its members in the projects and activities of PCS. This will give the members a hands-on experience on a successful organization that is the PCS. This will also form the foundation for becoming a leader in their future endeavors.

10. JPCS EXPANSION PROGRAM

This project aims to expand JPCS outside Manila. JPCS aims to involve ALL colleges and universities with computer studies within and outside Metro Manila. JPCS will cover all of the Philippines. This will increase the membership and provide IT knowledge to all chapter schools. Provincial schools will have the opportunity to experience the latest trend in IT.

11. JPCS RESEARCH AND DEVELOPMENT PROGRAM

The aim of this project is to selectively combine members from different chapters with extra-ordinary talents forming a research group. This group meets at regular basis improving their skills, talents and ideas and comes out with at least one project for the benefit of JPCS or a beneficiary. Members of this group will also conduct lectures and talks on their field of expertise during campus tours and seminar events for the local chapters.

12. JPCS STUDY GROUP

Encouraging members to join a study group helps improve each individual’s knowledge, skills and competitiveness in a selected field of knowledge in I.T. Members can join only one from any of the available study groups at a time.

The Director for Professional Development Program manages the study group and supervises the selection of a facilitator and secretary of each group from the members. The facilitator will lead the group in identifying an area or topic from which the group shall focus. They can make a list of all pertinent subjects which will serve as

guide during their discussion. The group should meet at least once or twice a week depending on the availability of the members for their group discussion. Members are encouraged to actively participate and share whatever knowledge they know about the topic of discussion. The secretary maintains the list of members (along with their contact numbers and email address to remind them about any assignments and other matters), records all proceedings and helps in the documentation which shall be e-mailed to the mailing list or compiled and submit to the director in charge for future references.

HOW TO CONDUCT JPCS MEETINGS

GUIDELINES IN CONDUCTING MEETINGS

1. Always start by saying an opening prayer.
2. In order for a meeting to be official, the quorum must be met. This means that more than 50% of the presiding officers must be present before anything can be discussed officially.
3. The President must always preside the meeting. In his/her absence, the Vice President is tasked to manage the group with the endorsement of the President.
4. Make a Roll Call of all the attendees by school. Always acknowledge the presence of guests such as school advisers and new attendees.
5. The President must present the whole agenda to the attendees before drilling down the details of each agenda.
6. The Secretary must review the minutes of the last board's meeting.
7. The Secretary must always put into writing all the important details of the discussion during the meeting. In the absence of the secretary, another officer must be assigned to write the minutes before the meeting starts.
8. Attendees are encouraged to participate actively in the discussion. All the participants are responsible for the fruitfulness of the meeting.
9. Maximize the time allotted for the meeting. Always start and end at the designated time schedule.
10. Make sure that the discussion is aligned with the Agenda set for the meeting. In the event that the discussion waves out of the topic, the president or the vice president should call the meeting back to order.
11. In deciding for a project/idea, the majority's choice should be taken. Bear in mind that the basis for deciding must conform to the goals set by the Organization and not due to personal satisfaction.
12. Every participant must be given the chance to share his concerns/ideas/suggestions regarding the matter being discussed.
13. Each Director must make a progress report on his/her committees.
14. Observe proper "Decorum" and avoid destructive arguments during meetings.
15. Always end the meeting by running down all major decisions and discussions taken during that time. Remind each one on their tasks/assignments. Plan a simple agenda for the next meeting. This will be the basis for the President's agenda.
16. The meeting should not be adjourned without knowing the date and the venue of the next meeting.

JPCS NATIONAL OFFICERS

BOARD OF DIRECTORS

The Board of Directors is the governing body of all school chapters under the Junior Philippine Computer Society. The Board consists of students selected by the PCS Steering Committee to lead the organization in fulfilling its goals and plans for the year. There is no ranking among the officers of the Board. Each student contributes his/her abilities to the team and make sure each project meets its target results. Each student is assigned a position in the Board with corresponding responsibilities based on his/her abilities. The Board speaks with one voice and moves in one direction. Decisions are made with the majority vote of a properly convened board having a quorum of its officers.

OFFICERS

The Board of Directors is composed of the following officers and their responsibility:

1. PRESIDENT

- Presides all board meetings and call such meetings as deemed necessary.
- Oversees the activities and welfare of the organization.
- Renders an annual report at the end of his/her term.
- Submits a national calendar of activities to the JPCS Steering Committee
- Prepares semestral/tri-mestral reports to PCS.
- Chairman of Explore IT.
- Coordinates all activities of JPCS to PCS.

2. VICE-PRESIDENT

- Assumes the role of President if the President is incapacitated.
- Assists the President in all activities of the JPCS.
- Manages all JPCS administrative and office matters, including the JPCS office.
- Takes care of companies supporting JPCS and is in-charge of maintaining the privileges of the JPCS ID Card. These companies form the “JPCS Circle of Corporate Champions”.
- In-charge of coordinating with corporate sponsors in each project.
- Prepares the agenda together with the President.
- In-charge of updating/maintaining the speaker’s bureau.
- In-charge of the venue and materials needed for each meeting.

3. SECRETARY

- Prepares and keeps the minutes of all Board meetings and numbers all important decisions/resolutions by the Board.
- Announces or give notices for all meetings of the National Board and General Assembly.
- Assists the President in making the annual report, semestral/tri-mestral report.

- Acts as the historian of all activities of the organization during the term of the Board.
- Must submit or is required to submit via electronic mail (e-mail) ALL minutes of meetings of JPCS to the e-mail address of the JPCS National Board and JPCS Steering Committee of PCS.
- Keeps track of the attendance during meetings.

4. TREASURER

- Collects all fees, dues, contributions and other receivables as required.
- Takes charge of all funds and accounts of the organization.
- Renders financial reports periodically and as may be necessary.
- Prepares/consolidates budgets involved in all JPCS projects.
- Monitors all disbursements by the organization.
- Must submit a financial report of each JPCS project to JPCS Steering Committee within a week after completion of the said project.
- Prepares semestral/tri-mestral financial reports to PCS. All receipts or vouchers must be turned over to the PCS.
- Is fully responsible and accountable for all the money of JPCS National.

5. DIRECTOR – MEMBERSHIP

- Keeps all records of JPCS members.
- Monitors recruitment and selection of members into the organization.
- Maintains the organization's membership database.
- Maintains the records of all alumni members.
- In-charge of the privileges provided by the JPCS ID.
- Coordinates with the treasurer to make sure that membership dues are fully paid before processing their ID and make sure that the softcopy is identical to the application form submitted. Must return all application forms to the local chapter upon approval.
- Committees under Membership Director:
 - i. Chairman for ID Committee** – in-charge of collecting all information required for the production of the ID. Also responsible for the control and distribution of the IDs.
 - ii. Chairman for Recognition** – in-charge in the preparation and distribution of all certificates for all projects of JPCS. Oversees the record keeping and management of the Recognition system of JPCS.

6. DIRECTOR – INFORMATION AND COMMUNICATION

- Handles all matters concerning the dissemination of information to the public.
- Submits what's happening with JPCS to the media and also to the PCS.
- Committees under Information and Communications Director:
 - i. Chairman for Projects** – oversees all JPCS National project. Make sure that all requirements of all projects are properly submitted and documented. He/She may not be directly in-charge of any project.

- ii. **Chairman for Publications** – in-charge of the monthly publication of newsletter through print or web. Also maintains the contents of the JPCS website.
- iii. **Chairman for Promotions** – in-charge of promoting all projects of JPCS National. Monitors the commitment of every chapter in each project to ensure maximum attendance and participation in each project. Must know the Primer by heart to be able to address issues about JPCS in each chapter school. In-charge of the JPCS campus tour project.

NOTE: All information sent out to the public or any news media should be properly coordinated with the national board and must be approved by the Steering Committee or the JPCS Chairperson.

7. DIRECTOR – CHAPTER DEVELOPMENT

- Handles all recruitment and selection of chapters.
- Communicates with local chapters to make sure of their active participation.
- Maintains a General Calendar of Activities of ALL chapter school that consists of all local projects and important dates such as midterm exams, final exams, computer week, semester breaks, start/end of school, foundation day and school holidays.
- Handles all liaison work between and among JPCS chapters as delegated by the President.
 - i. **Assistant for Chapter Development** – accompany the director in his/her tasks. Encourages chapters to conduct campus tour.

8. DIRECTOR - REGIONAL CHAPTERS

- In-charge of all chapters outside Metro Manila.
- Appoints district chairpersons and coordinates with all district chairs.
- Coordinates all activities and goals of the National Board and the District/Regional Board.

9. DIRECTOR - PROFESSIONAL DEVELOPMENT PROGRAM

- In-charge of all study groups. Formulates and develops these groups to help the students.
- Aims to improve the knowledge and ability of all members of the organization.
- Report the development and activities of each study group to the National Board.

DISTRICT OFFICERS

BOARD OF OFFICERS

The Board of Officers of a District is in-charge of a group of schools assigned by the PCS Steering Committee. The District Head reports to the Director of Regional Chapters all developments and plans of his/her area of responsibility. Each District must constantly communicate and coordinate all activities among their school chapters to the National Board. All projects/activities must be submitted to the National Board and reviewed by the Steering Committee before placing them into action. The District is an extension of the JPCS National Body; therefore they must follow the same goals and aspirations of the National Board.

OFFICERS

The Board of Officers consists of the following positions and their responsibilities:

1. DISTRICT HEAD

- Presides all meetings and call such meetings as deemed necessary.
- Oversees the activities and welfare of region/district.
- Submits a calendar of activities to the JPCS National Board.
- Reports directly to the Director of Regional Chapters.
- Prepares a report of all the activities held on a quarterly basis
- Attends a National Board meeting at least once a month

2. DISTRICT ASSISTANT

- Assumes the role of the District Head if the District Head is incapacitated.
- Assists the District Head in all activities of the district.
- Handles all matters concerning the dissemination of information to the public on local chapters within the district.
- Prepares the agenda together with the District Head.
- In-charge of promoting all projects of JPCS National as well as projects of district.
- In-charge of the venue and materials needed for each meeting.
- Monitors the participation of each chapter within the district.
- Maintains a General Calendar of Activities of each local chapter school that consists of all local projects and important dates such as midterm exams and final exams.

3. SECRETARY

- Prepares and keeps the minutes of all district meetings.
- Announces or gives notices of all meetings and activities.
- Acts as the historian of all activities of the district.

- Must submit or is required to submit via electronic mail (e-mail) all minutes of the meetings of district to the e-mail address of the JPCS National Board.
- Assists the District Head in preparing all reports.
- Keeps track of the attendance during meetings.

4. TREASURER

- Collects all fees, dues, contributions and other receivables as required.
- Takes charge of all funds and accounts of the district.
- Renders financial reports periodically and as may be necessary.
- Prepares/consolidates budgets involved in all district activities.
- Monitors all disbursements by the district.
- Must submit a financial report of each district activity to the JPCS National Board within a week after completion of the said activity.
- All receipts or vouchers must be turned over to the JPCS National Treasurer.
- All money collected must be surrendered at the end of the month to the JPCS National Treasurer except for the revolving fund allotted for the district.

5. MEMBERSHIP OFFICER

- Keeps all records of district members.
- Monitors recruitment and selection of members into the organization.
- Maintains the district's membership database.
- In-charge of collecting all information required for the production of the ID. Also responsible for the control and distribution of the IDs
- Coordinates with the treasurer to make sure that membership dues are fully paid before processing their ID and make sure that the softcopy is identical to the application form submitted. Return all application forms to the local chapter upon approval.

JPCS CHAPTER OFFICERS

***NOTE:** Chapters are urged to follow the functions of local chapter officers as prescribed below. However, this is only a brief list of suggested functions, and will still be subjected to a few more updates by the JPCS Steering Committee until the said functions stabilize.*

BOARD OF DIRECTORS

In general, the Board of Directors is the approving body for most transactions of the Chapter. It is expected however that the Board will delegate its functions to the different officers as deemed practical. The President, as the head of the Board, is expected to lead the Board moving towards the directions that he deems appropriate for the Chapter. However, approvals will normally emanate from a majority decision of the properly convened board having a quorum of its board members.

OFFICERS

1. PRESIDENT

- Presides all board meetings and call such meetings as deemed necessary.
- Oversees over the activities and welfare of the organization.
- Renders an annual report at the end of his/her term.
- Submits a Chapter calendar of activities to the JPCS National Board.
- Represents the chapter in inter-chapter and national meetings.
- Ensures that his/her chapter school has a new representative for the next batch by January of each year. The new representative **MUST** attend all succeeding meetings of JPCS National and participate actively in the projects of JPCS.

2. VICE-PRESIDENT

- Assumes the role of President if the President is incapacitated or if the President is selected to be a member of the National Board of JPCS.
- Assists the President in all activities of the JPCS.
- Prepares the agenda together with the President.
- Manages all JPCS administrative and office matters, including the JPCS office.

3. SECRETARY

- Prepares and keeps the minutes of all Board meetings and numbers all important decisions/resolutions by the Board.
- Announces or give notices for all meetings of the Chapter Board and General Assembly.
- Assists the President in making the annual report.
- Acts as the historian of all activities of the chapter during the term of the Board.

4. TREASURER

- Collects all fees, dues, contributions and other receivables as required.
- Takes charge of all funds and accounts of the organization.
- Renders financial reports periodically and as may be necessary.
- Prepares/consolidates the chapter's budget involved in all projects of the JPCS.
- Monitors all disbursements made by the organization.

5. DIRECTOR – MEMBERSHIP

- Keeps all records of JPCS members.
- Monitors recruitment and selection of members into the organization.
- Maintains the organization's database.
- Maintains the records of all alumni members.
- Completes the chapter application form.
- Oversees the record-keeping and management of the Recognition system for JPCS.
- Organizes and manages a committee charged with the issuance of awards to deserving members.

6. DIRECTOR – PUBLIC RELATIONS

- Handles all matters concerning the dissemination of information to the public.
- Handles liaison work between and among JPCS chapters as delegated by the President.
- Manages all publications of the Chapter.

7. DIRECTOR – PROJECT

- In-charge of all activities of the local chapter.
- Coordinates with the JPCS National Board all local activities to ensure support and participation by other chapters of the JPCS.

AUDITOR

- Reviews all contracts within 7 days from signing (sponsorships, rentals, major purchases, sales of assets, others)
- Ensures that JPCS contracts at the chapter level do not in any way create obligations for the JPCS national or to PCS without its approval
- Reviews all disbursements of the organization every month. Verifies all approvals of disbursements whether they are official and authorized.
- Checks completeness of all receipts received by the organization.
- Conducts surprise "cash count" of the Treasurer or the designated cash handling officer(s) at least twice a year.
- May be elected along with the other officers, or appointed by the Adviser.
- Reports directly to the Adviser. Note that the Auditor is **NOT** a member of the Board.

CHAPTER REPRESENTATIVE

- Represents the chapter in all inter-chapter and national meetings.
- May or may not be the president of the local chapter.
- Coordinates with the chapter president and endorse all concerns and decisions made within the national meetings.

ADVISER

- Preferably the dean or head of the computer department.
- Preferably a PCS member or willing to become one and attends regular PCS monthly membership meetings.
- Ensures that the JPCS chapter is organized according to the general JPCS calendar.
- Assist in the election of officers for the school year.
- Assist in the formation of the calendar of activities.
- Reviews all project proposals.
- Must attend all JPCS Adviser Meetings.
- Must coach and inspire the current set of officers.
- Must be present in all regular Board meetings of the local chapter.
- Appointed by school authorities; or appointed by the JPCS Steering Committee; or selected by the chapter's board, on a case to case basis.

JPCS FINANCIAL MANAGEMENT

***NOTE:** These rules must be fully understood by the Chapter President, Treasurer and Adviser. These rules apply to the National Board, District Board and Local Chapter Officers.*

1. COLLECTIONS FROM CHECK PAYMENTS.

All check payments must be issued to the Philippine Computer Society and deposited at the nearest Bank of the Philippine Islands branch. The account number can be requested from the PCS of the National Board. The deposit slip must be faxed to the PCS office and an e-mail explanation must be sent to the PCS and the National Board. If the check is intended for the local chapter, the PCS Office shall deposit the amount to the designated bank account of the chapter, and mail and/or fax a PCS official receipt addressed to the issuer of the check. Cash collections need not be deposited to the PCS account, and can be deposited directly to the chapter bank account.

2. CHECK ACKNOWLEDGMENT.

For the purpose of acknowledging checks from other persons, the treasurer may issue a computer-printed provisional receipt (PR). This receipt should indicate the receipt date, received from, in payment of, amount of check, check number, bank, date of check, fax number and address of issuer. The receipt should also bear the inscription *“This is a provisional receipt. An official receipt shall be issued by the Philippine Computer Society within one week from the receipt of this payment.”*

3. JPCS BANK ACCOUNT.

JPCS chapters are **NOT** authorized to open bank accounts in the name of JPCS or Junior Philippine Computer Society. The Board of Directors shall establish a joint bank account at the nearest branch of the Bank of the Philippine Islands, under the names of the elected President, Vice-President, Secretary and Treasurer. At least two signatures shall be required to authorize a bank disbursement. The treasurer shall inform the JPCS Steering Committee of the account number and the branch of bank where the account was opened. At the end of their term in the board, the signatories shall close this account and transfer the proceeds to the newly elected Board of Directors.

4. EXPENDITURE BUDGETS.

Expenditure budgets shall be established for all projects upon approval of the Board Officers. This shall be transmitted to the JPCS Steering Committee for notation together with the project description. An expenditure budget shall consist of the following:

- a total estimated expenditure amount for the entire project
- not more than seven expenditure categories (groups of expenses) which add up to the total expenditure amount

For this purpose, chapter administration shall be considered one project, with its own budget and budget categories. The Treasurer, or the duly authorized budget officer of the chapter, shall ensure that all disbursements shall not exceed the duly approved expenditure categories and total budget of the project.

5. PETTY CASH FUND.

The chapter may establish a petty cash fund for payment of small, recurring or miscellaneous expenses of the chapter. This shall be in the custody of a person duly authorized by the chapter Board. The initial level of the petty cash should not exceed the estimated expenditures for one month, and should be accounted for (with receipts) and replenished when the fund drops to about half of its original level.

6. CASH ADVANCES.

For the purpose providing initial working funds to a project, cash advances may be issued to an authorized person within a project. No cash advance should remain unaccounted for beyond one month.

7. ACCOUNTING OF CASH ADVANCES AND EXPENSES.

All cash advances and expenses should be accounted for with receipts. Should a receipt not be possible (for minor expenses), a petty cash voucher can be allowed with the approval of the treasurer or the designated approving officer. All expenses should be for official purposes of the chapter only.

8. MONTHLY FINANCIAL REPORTS.

The Treasurer shall prepare for the Board a monthly report showing the cash receipts and disbursements of the chapter, and a report showing the balances of all chapter budgets and categories.

9. PROJECT INCOME STATEMENT.

It is the responsibility of the treasurer to submit the Project Income Statement within one week after the culmination of each project. This must be submitted to the National Board and the JPCS Steering Committee. The Income Statement shall reflect the expenses and income incurred during the duration of the project. It also includes the planned budget of the project.

10. FINANCIAL STATEMENT.

The President together with the Treasurer must prepare a financial statement after their term of office. The financial statement must be submitted to the PCS within 2 weeks after the culmination of their last project. All remaining deposits must be turned over to the PCS before PCS can transfer them to the next batch. The financial statement must contain all income statement of all projects for the duration of their tenure. This must be done in a professional manner that is acceptable by the PCS.

JPCS RECOGNITION SYSTEM

BACKGROUND

The Junior Philippine Computer Society seeks to provide an environment of excellence and ethical conduct for its members, where the leadership and technical potentials of its members find a nurturing soil and an encouraging climate for growth and development, over and above the opportunities that are provided in an academic milieu. To this end, a system of recognizing the growth of its members in desired areas of excellence is herein described.

OBJECTIVES

1. To provide a means of encouraging and recognizing excellence and participation in JPCS programs and activities.
2. To provide meaningful information to JPCS benefactors (e.g. JPCS Circle of Corporate Champions) regarding the individual excellence of JPCS members, as a guide for possible future employment.
3. To provide a means of keeping a permanent record of achievement of the JPCS, its chapters and members.

KEY CONCEPTS

1. A recognition committee shall be organized at the chapter level, and at the JPCS Steering Committee level. Regional and District level committees may also be organized. Its role shall be to maintain accurate records in areas where recognition criteria have been established, and to carefully evaluate accomplishments against such criteria, and to grant such awards to deserving members or chapters.
2. The chapter-based recognition committee grants local awards. The school and the JPCS Steering Committee are officially informed.
3. A central repository of merits and awards granted shall be kept and updated at the JPCS Steering Committee level
4. Certain recognition systems shall be very simple, such as color-coded nametags during meetings, representing the number of meetings attended. This may be analogous to color belts in martial arts.
5. Inter-chapter awards shall be subject to the submission of competitive entries filed under a pre-announced format.
6. Areas of Recognition are the following:
 - Technical Proficiency Recognition (e.g. Java programming, Internet set-up)
 - Technical Excellence Awards (e.g. software excellence, by category)
 - JPCS Spirit Awards (Loyalty award, color-coded name tags for attendance, award for exceptional demonstration of love, loyalty for JPCS)
 - Leadership Awards (best chapter president, best project)

FREQUENTLY ASKED QUESTIONS

1. WHAT IS JPCS?

Junior Philippine Computer Society (JPCS) is the only national student I.T. organization in the Philippines. JPCS exists under a committee of the Philippine Computer Society (PCS) aimed for students as a venue for skills developments and an avenue to practice professionalism.

2. WHAT IS THE BENEFIT OF JOINING JPCS?

Students:

- Venue for applying their theoretical knowledge
- Development of leadership abilities
- Lifelong friendships developed within and across school boundaries
- Useful credentials in bio-data of fresh graduate
- Job placement facilitated

School:

- Availment of PCS-sponsored scholarship programs
- Competing and winning in inter-school IT contests
- Provides guided extracurricular activities and complementary training
- Inter-school activities facilitated
- Industry linkages facilitated

3. WHO CAN BE MEMBERS OF JPCS?

Members of JPCS are students enrolled in any I.T. related course or are interested in the area of Information Technology. Any student who wishes to be part of the organization should not be deprived from joining.

4. DO WE HAVE A JPCS CONSTITUTION?

NO. Since JPCS is just a committee of PCS, constitution does not apply to us. PCS already has a constitution hence; a primer was made to properly guide the JPCS student organization.

5. WHAT IS PCS?

PCS stands for Philippine Computer Society. It is the premier organization of I.T. Professionals in the country. PCS was formed in 1967 as the Data Processing Management Association of the Philippines (DPMA) and the cradle of many I.T. organizations (for government, hardware, software, internet, etc.). PCS members comprise a majority of I.T. companies including the government, academe and private sector. To know more about PCS, you may visit their web site at www.pcs-it.org.

6. WHAT IS A JPCS PRIMER?

The JPCS PRIMER is a handbook that contains rules and guidelines on how to organize and manage the JPCS organization.

7. DO WE HAVE TO FOLLOW THE GUIDELINES SET BY THE PRIMER?

YES, the Primer is made purposely to guide the members, officers and chapter schools on how to manage and run the organization. The Primer is updated every time to cope up with the needs and improvement of the organization. However, rules and guidelines that are written in here passed through a rigid deliberation and were carefully studied before it can be implemented.

8. WHY IS JPCS USING A PRIMER INSTEAD OF A CONSTITUTION?

JPCS works under PCS articles and bylaws both as a committee and an organization. It therefore cannot have a separate constitution, and since the PCS constitution may not be applicable for the students, a primer was created to cover specific rules and guidelines for the JPCS organization.

9. WHAT IS THE ROLE OF THE JPCS STEERING COMMITTEE?

The Steering Committee is the policy making body of the JPCS. The primary objective of the committee is to ensure continuity and good governance of the organization. Most of the members of the steering committee are former JPCS officers who are now members of PCS and already have experience in handling the JPCS.

10. WHAT SHALL WE DO IF THE SCHOOL REQUIRES A CONSTITUTION IN ORDER TO BE RECOGNIZED?

If your school does not honor the Primer in place of the constitution, you can create your own constitution or copy an existing organizational constitution that matches the structure of JPCS. However, it is advised that you follow the JPCS Primer for it is the official guide of the organization.

CHAPTER ACTIVATION/RENEWAL REQUEST FORMAT

(Note: Use letterhead of school without above form title)

Date: _____

The Chairman

JPCS Steering Committee
c/o Philippine Computer Society
Unit 263, Cityland Dela Rosa Condominium
Dela Rosa Street, Makati City

Subject: Chapter Activation (or Renewal)

Dear Sir:

We would like to submit our request to <activate a JPCS chapter in our school/renew our school chapter's JPCS membership>. Attached herewith is the list of officers and members. Details of our request are as follows:

Name of Chapter: _____

Official Address: _____

Email Address: _____ Mobile: _____

Contact Person in PCS (if any) _____

Brief Description of Previous JPCS Involvement in School (if any) _____

Elected Officers (name, course, year):

President : _____

Vice President : _____

Secretary : _____

Treasurer : _____

Dir-Membership : _____

Dir-PR : _____

Dir-Projects : _____

Auditor : _____

Adviser (name, position, contact number, email address):

School Authorizing Official:

(Signature over name): _____

Position: _____

Contact No., Fax: _____

MEMBERS DATABASE IN EXCEL FORMAT

(This is the prescribed Excel format for members' database when submitting an electronic copy to the JPCS National. Make sure all necessary information is filled before submission.)

Chapter:									
Address:									
Email:									
Phone:									
Adviser:									
Mobile:					Position:				
Phone:					Email:				
Phone:					Fax:				
Officers:									
POSITION		NAME		CONTACT NO.		CELL NO.		EMAIL ADDRESS	
President									
Vice-president									
Secretary									
Treasurer									
Dir-Membership									
Dir-Public Relations									
Dir-Projects									
Auditor									
ID Released:					Received By:				
Last Updated:					Anniv Month:				
Members:					No. of Members:				
NUMBER	LASTNAME	FIRSTNAME	MIDDLE	BDATE	COURSE	YEAR	ID NUMBER	EMAIL ADDRESS	
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Junior Philippine Computer Society

1" x 1"
ID
Picture

MEMBERSHIP FORM

(To be encoded by Chapter in MS-Excel and e-mailed to JPCS National. Use 10 columns only)

Name of Chapter: _____

1. Name (*surname, first name, middle name and "nickname"*):

2. Address: _____

3. Contact Numbers - Use prefixes (*R -residence telephone, O -Office number, F -Fax number, C -cell phone number, E -email address*): _____

4. Date of Birth: _____

5. Year graduating: _____

6. Course: _____

7. Assigned JPCS Member Number: _____

8. IT Skills (*On a scale of 1 to 5, put a dash and numeric suffix after the skill, where 1 represents a beginner and 5 represents an expert*): _____

9. Work or OJT experience (*indicate company, type of work and duration*):

10. JPCS positions held (must be updated every year): _____

11. JPCS Study Group Membership (must pick only one): _____

Signature: _____

Date: _____

PROJECT PROPOSAL FORMAT

Date Filed: *<date>*

PROPOSED PROJECT: *<name of the project including theme if any>*

Proposed Date: *<date>* Proposed Time: *<time>*

Proposed Venue: *<venue and address>*

Objective: *<state objective of project>*

Project Description: *<project description, intentions, etc.>*

Beneficiary: *<if any>*

Participants: *<list of participants, schools involved, individuals, etc.>*

Special Guests: *<if there is any>*

Name:

Company:

Position:

Prepared by:

<designation>

Approved

Denied

Reason for disapproval:

Approved by:

Date: _____

MINUTES OF THE MEETING FORMAT

JUNIOR PHILIPPINE COMPUTER SOCIETY

Minutes of the Meeting

Date : <date>

Time : <time>

Venue : <venue>

Attendees:

<position> : <name>

<position> : <name>

Absent:

<position> : <name>

<position> : <name>

1. Highlights of the Meeting

1.1. <Topic one>

1.1.1. Details /Decisions/Assignments/Deadlines...

1.1.2. Details /Decisions/Assignments/Deadlines...

1.2. <Topic two>

1.2.1. Details...

1.2.2. Details...

2. Other Matters/ Ideas/ Issues

3. Resolutions/ Assignments

4. Next Meeting

<date>

<Time>

<Venue>

<Proposed agenda>

Prepared by:

<name of secretary, signature>

Secretary

Approved by:

<president's name & signature>

President

SAMPLE BUDGET PROPOSAL

<Project Title: Theme>

<Proposed Date>

<Proposed Venue>

A. PROJECTED REVENUE

Items	Unit Price	No.	Confirmed	Amount	Total
Sponsors					
Gold Sponsorship					
Silver Sponsorship					
Bronze Sponsorship					
Banner Sponsorship					
Session Sponsorship					
Exhibitors					
Delegates					
Delegate					
Early Bird Promo					
Members (Session)					
Non-Member					
TOTAL REVENUE					243,000.00

B. PROJECTED EXPENSES

Items	No.	Unit Price	Amount	Total
Venue Expenses				
Conference Room				
Meals/Snacks				
Stage design				
Streamers				
Booth Contractor				
Rental of Computers				
Printing of Brochures/Posters				
Supplies				
Communications (tel./fax./prepaid)				
Transportation				
Plaques for Sponsors				
Token for Speakers				
Photo/Video/Films				
Entertainment				
Media Ads				
Giveaways				
ID Holders				
PROJECTED EXPENSES				123,000.00

C. PROJECTED INCOME

Projected Revenue	P 243,000.00
Projected Expenses	P 123,000.00

PROJECTED INCOME	P 120,000.00
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D. INITIAL OPERATING EXPENSE

P 10,000.00

FINANCIAL STATEMENT FORMAT

JUNIOR PHILIPPINE COMPUTER SOCIETY

Financial Statement

School Year <start – end year>

	Collected	Paid	TOTAL
INCOME:			
Chapter Fees	99,999.99		
Membership Fees	999,999.99		
Explore IT	999,999.99		
Leadership Training	99,999.99		
Programming Competition	99,999.99		
TOTAL INCOME			999,999.99
EXPENSES:			
General Assembly		9,999.99	
Food (meetings)		9,999.99	
Leadership Training		99,999.99	
ID		99,999.99	
Campus Tour		9,999.99	
Outreach		9,999.99	
Explore IT		99,999.99	
National Election		99,999.99	
T-Shirt		99,999.99	
Others		9,999.99	
TOTAL EXPENSES			999,999.99
RECEIVABLES:			
ABC Sponsorship	99,999.99		
XYZ Sponsorship	99,999.99		
TOTAL RECEIVABLES			99,999.99
PAYABLES:			
Balance of ID		9,999.99	
Balance Payment to ZZZ		99,999.99	
TOTAL PAYABLES			99,999.99
NET INCOME:			99,999.99
Seed Money for next batch			99,999.99
Turn-over Amount to PCS			99,999.99

Prepared by:

<treasurer's name & signature>

Treasurer