

St. Joseph's College
ECA Handbook
2017-18

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Guidelines in Organizing Activities



Note 1

Elements to be included in the Proposal (Internal Event):

Title	Always give your project a TITLE so that people can refer to it later.
Objective(s)	<p>Objective must be clear and precise. It is possible to have more than one objective but don't think that putting down more implies a higher score.</p> <p>Good Examples:</p> <p>(Red Cross) To prepare members for the Drilling Competition. (Social Service) To Serve MR children during Christmas time. (Geography) To understand the daily routine of the Observatory. (Science) To simulate the effect of a live volcano.</p> <p>BAD Examples:</p> <p>To enhance the friendship of the schools involved. To let students understand the nature of science. To arouse members interest in social service. To let members understand more about astronomy.</p>
Date / Time	<p>The DATE (DAY) and TIME for the event.</p> <p>List ALL the dates and time if the activity involves more than one date.</p>
Venue	<p>The venue where the event will take place.</p> <p>List all the classrooms / halls if the activity will take place in several locations.</p>
Program	<p>Design a program that suits the TITLE and PURPOSE of your event. DO NOT throw in a bunch of "Ice-Breaking" game, "City Tracing", "Treasure Hunt" and totally ignored the Main Theme of your event! Your program should have NO LESS than 60% of the running time that is related to the theme.</p>
Target	<p>Target Group to be served. The Target group could be Josephians or outsiders.</p>
Budget	<p>Put down the estimated Income and Expenses for the event.</p> <p>Avoid a DEFICIT budget.</p> <p><i>The purpose of organizing activity should NOT be profit making.</i></p>
Equipment	<p>Whether Audio / Video / Computer and alike is required.</p> <p>There SHOULD be at least ONE photographer for each event. The organizer can ask member(s) to take up the post OR they can invite students from Camera Club, Editorial Board to help out.</p>
Parental Consent	<p>Parental consent is required for all outside school activity. Parents have to be informed of all the details including the time & place of dismissal. This applies to all forms including senior six.</p>
Bad Weather Arrangement	<p>In case of (red or black) rainstorm / (number 3 or above) typhoon signal hoisted 2 hours before the event commenced, the event will be postponed to a later date (or cancelled if further arrangement is NOT possible).</p>
Photographer	<p>State in your proposal WHO will be responsible for taking photographs of the event. You can have multiple photographers.</p>
Method of Evaluation	<p>The application should enclose the Evaluation Form at the end of the proposal.</p>

Note 2

Signing of your Proposal by the TIC & ECA Secretary

STRICTLY follow the procedure in signing any Proposal.

Step	Person concerned	Remarks
1	The Teacher-in-charge of the event – that means the person who will be over-seeing the RUNNING of the event. He / She will be present on the day of event. This may or may not be the TIC of the club; he / she can be the TA.	No event can be carried out without a TIC of the event.
2	The Club's Teacher in Charge	
3	ECA Secretary	The ECA secretary has the right to request modification of your proposal.

*** Your proposal should reach the hand of the **ECA Secretary AT LEAST two weeks or ten working days (1st term) and three weeks (2nd term)** before the event commences. If you failed to comply, you won't be authorized to run the event.

Please check to see that your TIC / TA did go through your proposal, not just signing it in front of you. It is BOTH the teacher and the student's duty to get the proposal right.

Note 3

Signing by the ECA Master

The ECA Master will sign the Proposal ONLY IF the TIC and the ECA Secretary had already signed it. The job of the ECA Master is to look for possible fault(s) in your proposal that previous teacher(s) failed to discover. It usually takes more than a day to go through the proposal thoroughly.

The ECA Master will scan a soft copy of your proposal before giving it back to you. As the ECA Master can only do the scanning in his / her spare time, handing in your proposal ASAP is of crucial importance!

Note 4

Proposal of organizing a Joint School Event (Ref. note 2)

The approach follows mostly that of the Internal Event. However, you should be aware that this proposal will be sent to other participating schools. Therefore, the proposal should be proof read more carefully.

You should pay more attention to the Program and the Budget for Joint School events. As mentioned in note 2, avoid excessive games that are totally unrelated to the theme of your event. There should be NO LESS than 60% of your running time that is related to the theme.

For any activity, avoid possible hazard at all cost.

Any Joint School event should never aim at making profit. If an admission fee is required, avoid over-charging participants.

Book your venue early (for certain camp sites, they require at least SIX months in advance). If you are organizing a service project, contact the centre(s) at least TWO months in advance to arrange for serving clients.

Other areas of concern please follow the advice on Internal Events.

Note 5

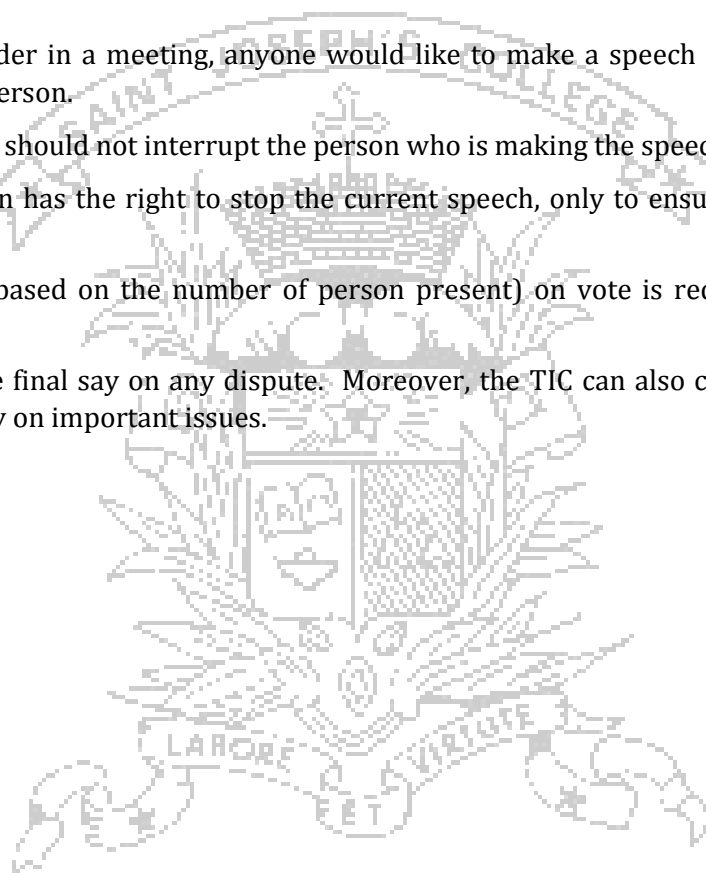
Your proposal should be sent to other participating schools for signing. It is advised that there should be at least ONE teacher from each participating school during the running of the event. This is especially important if the event is an over-night camp. The student to teacher ratio of over-night camp should be at least 30:1 (i.e. if you have 32 students going to the camp, you need TWO teacher with you FULL TIME). If there is no teacher available from any participating school, please let them state clearly. Please let them know and understand that we can't take responsibility for any harm done to their students in case of an accident.

Your joint school project proposal should reach the hands of the ECA Vice-chairman NO LESS than **14 Working Days or 3 weeks (1st term) and 1 month (2nd term)** before the event.

The ECA Master will sign the proposal after the ECA Vice-chairman had gone through all the details. The ECA Vice-chairman and the ECA Master has the right to amend your proposal even at this stage. The proposal will then be sent to the Principal for final approval.

Guidelines for Holding Club Meetings

- Every Club should have at LEAST one GENERAL meeting every TERM.
- In the General Meeting, the EX-CO members should give a report to members on previous events held and upcoming events for the term.
- The Chairman or the Secretary should inform and invite the Teacher in Charge to participate in the GENERAL meeting at least 3 days beforehand.
- The Secretary should take minutes during the meeting and the minutes should be published in within a week. The minutes should then go to the TIC for signing. The Secretary should keep both Hard Copy and Soft Copy of the minutes.
- The minutes of the last meeting should be passed at the beginning of the current meeting.
- The chairperson of the meeting could be the Chairman himself or a person assigned by the chairman.
- To maintain order in a meeting, anyone would like to make a speech should first get approval from the chairperson.
- Other members should not interrupt the person who is making the speech.
- The Chairperson has the right to stop the current speech, only to ensure the proper running of the meeting.
- A 75% count (based on the number of person present) on vote is required to pass a bill in a meeting.
- The TIC has the final say on any dispute. Moreover, the TIC can also consult the opinion of the school authority on important issues.



Financial Matters

- Each club is required to do a regular financial statement, giving details on its financial position **(Please refer to Appendix 1)**.
- The Teacher-in-Charge should look after the financial matters of the club. Else, he / she will have to assign a Teacher Advisor in doing so.
- The teacher concerned will sign the financial statement. The statement will then be filed. The Teacher-in-Charge will keep one copy in his / her folder and the club will keep the copy in the club's folder.
- The ECAC (TIC of Club Financial Reports - Mr. Anthony Ng) will check the financial statements every **half-year** to ensure that the system runs smoothly. Help will be provided in case necessary.
- The Teacher-in-Charge should pay special attention on the number of members recruited and the financial position of the club after the recruitment week.
- By the end of each academic year, each club is required to submit the **Club Financial Report** and the surplus to the TIC of Club Financial Reports (Mr. Anthony Ng) for the following year.



Guidelines on Internal Events

1. The Ex-Co members should consult the Teacher-in-Charge **before** organizing any event. This rule **MUST** be strictly followed. This **MUST** be the **FIRST** step in organizing any ECA activity.

A proposal should be ***drafted*** at least **TWO** weeks before the function takes place. The following should be included in the proposal:

- The Objective(s) of the function
 - The Date, Time & Venue of the function
 - A Budget, including fees involved
 - The Target Group to be served
 - The Schedule / Program of Events (Programs should FIT the TITLE of your function)
 - Teacher(s) present & Teacher-in-Charge of the function
 - Photography arrangement
 - The arrangement under Bad Weather (if applicable)
 - Parental Consent (for S1 to S3 boys)
 - Evaluation method for the function
2. The proposal should go to the TA (if there is one involved) & TIC for approval & signing.
 3. There **MUST** be at least **ONE** teacher present on the day of event. For **NORMAL** events, the Teacher to Student ratio is 1 Teacher to 30 Students. (See also Guidelines on Outing & Camping)
 4. After obtaining approval from the TIC or TA, the Ex-Co members should bring the hard copy of the proposal to the ECA Internal Secretary (Ms. Rani Yeung) for proofreading and signing. The Ex-Co members should ask the TIC to book the **VENUE** as well.
 5. The proposal will go to the ECA Master (Mr. C. Y. Tam) for additional approval and record. The Hard Copy (already signed by the ECA Internal Secretary) should reach the hands of the ECA Master no less than **SEVEN** days before the event takes place.
 6. **For the following MAJOR Internal Functions, the proposal will have to go the Principal (Mr. K. B. Ching) for Final Approval:**
 - Walkathon
 - Green & White Ball
 - Green & White Day / Open Day
 - ITQ
 7. An **EVALUATION** should be done right after the event. The Teacher concerned should **SIGN** the evaluation form. In within a week's time, the Evaluation form should be sent to the ECA Internal Secretary (Ms. Rani Yeung).
 8. Photos of the events should be saved by TIC/ TA under:
S:\00 Administration Folders\Adm 17 School Photos\2017-18

Guidelines on External (Joint School) Functions

The Ex-Co members should consult the Teacher-in-Charge at least **ONE** month before organizing the event. Clubs **MUST NOT** make any arrangements with other schools before consulting the TIC. ***This rule MUST be strictly followed or the club will risk a penalty.***

General Guidelines are as follows:

1. A proposal should be drafted and it should consist of the following items:
 - The Objective(s) of the Function
 - The Date, Time (Duration) & Venue of the function
 - The Name(s) of school(s) that will participate
 - The Name(s) of the contact person(s) of the other school(s)
 - A Budget for the event (explaining the sources of income & the necessary expenses)
 - The Target group to be served
 - Teacher(s) present & Teacher-in-Charge of the function
 - The Schedule / Program of Events
 - Photography arrangement
 - The arrangement under Bad Weather
 - Evaluation Method for the Function
2. The proposal should ***first*** be emailed to the ***TIC and TA for advice.***
3. The hard copy of the proposal will ***then*** be handed to the ***TIC, TA, ECA Vice-chairman (Mr. T. M. Kwok) and ECA Master (Mr. C. Y. Tam)*** for approval and record. ***The club should then inform the Principal (Mr. K. B. Ching) the intention of organizing an External Event and seek preliminary approval.***
4. **At least ONE teacher** from **each** school should attend the function. If any participating school fails to send a teacher in charge, it should be written down in the proposal. Our teachers cannot take liabilities for students from another school.
5. As this is a joint school event, ***signatures of TIC and the Principal of other participating schools are required*** as well before the proposal can be given to the Principal for **FINAL** approval.
6. The TIC, the Club Directors, the ECA Vice-chairman and the ECA Master will keep a hard copy of the proposal and **a soft copy of it will be sent to** the Principal for reference.
7. A full report consisting of evaluation records and statement of income and expenditure are to be prepared by the organizing committee and given to the ECA Vice-chairman (Mr. T.M. Kwok) in within **ONE** week after the event takes place.
8. Photos of the events should be saved by TIC/ TA under:
S:\00 Administration Folders\Adm 17 School Photos\2017-18

As a Participant in Joint School Events

1. The Ex-co of the club concerned must have received a formal invitation letter from the external organizing body (joint school organizing committee / another school / external organization).
2. The Ex-co members should discuss among themselves first. If they wish to join the activity, they must get the approval of the TIC, ECA Vice-chairman (Mr. T.M. Kwok), the ECA Master (Mr. C. Y. Tam) and the Principal (Mr. K. B. Ching) at least TWO weeks beforehand.
3. The Club should also hand in a Proposal to request permission for joining as “Participant”.
4. Should there be any enquiries, the club should consult the ECA Master.



Guidelines on Outing, Camping and alike

Safety Precautions:

1. The Teacher to Student ratio for NORMAL Internal School event, Visits (e.g. to the Museum) is 1 Teacher to 30 Students.
2. However, for events that involve potential hazards (e.g. City Tracing) and Camping, the ratio should be at 1 Teacher: 15 Students.
3. Organizers should contact the camp at least THREE months before the event to check for availability. Certain sites are really hard to book especially during the long holidays. Organizers should check on the availability of facilities and the regulations of the campsite. A pre-trip is highly suggested.
4. **QUALIFIED** and Experienced teacher(s) is/are required for Hiking activity. The ratio of teacher to student should be at most 1:10 for hiking.
5. For activities that certain amount of strength / physical fitness, the physique of the students should be considered. If in doubt, check the physical fitness form with the office or the parents of the student beforehand to avoid possible problem(s).
6. Please state in the proposal and circular to parents:
"In case of red/black rainstorm signal or typhoon signal number 8 or above hoisted 2 hours before the activity, the activity will be called off."
7. *Air Pollution Index (API) ---- Clubs / Societies are to stop susceptible students (e.g. those with heart or respiratory illnesses) from participating in outdoor activities if the API is within the range of 101 and 200 in the affected zone. If the API exceeds 200, suspend all outdoor activities.*
8. *Prevention of Mosquito bites / Dengue Fever ---- teacher(s)-in-charge and club chairman are to remind students to adopt appropriate measures on prevention of mosquito bites. When preparing for countryside activities, please (a) wear long-sleeved clothes and trousers; (b) put on insect repellent to avoid insect bites; and (c) avoid staying in shades, bushes, hidden sites or areas beyond management for extended period.*
9. Informing the police – if it is an outdoor activity (e.g. outing, camping, hiking), the Committee members and the teacher-in-charge should inform the nearby Police Station **at least 7 days** before the function takes place. They should report to the same police station after the function as well.
10. Students' List – At least 2 days before the activity takes place, the Committee members should have a list of participants together with their emergency phone numbers on hand. **This list should be given to the TIC and the ECA Master for reference.**
11. Early Leavers for camping – unless approved by the Teacher concerned, no one should leave the function before it finishes. The TIC should phone the boy's parents before letting the boy go. In case of emergency, the parent of the boy should be informed immediately. The boy should be taken to the nearby hospital / medical clinic for immediate treatment. The teacher concerned will go with the boy. The other teacher will look after the remaining boys.
12. For any outing, there SHOULD be a First Aid Kit readily available.

Other General Guidelines:

1. If the teacher in charge of the event is sick, he/she should inform the other Teacher Advisors or colleagues at least THREE hours before the activity to seek substitution. The TIC of the club and the ECA Master should be informed as well.
2. Absentees – If a boy is not seen at the designated time, the teacher concerned will phone his parent about the issue after trying to reach the boy without success.

Guidelines on Other General Administration

Documents to be submitted by Ex-co of each club

Month of	<i>Documents to be submitted</i>
Sept (1 st week – 3 rd week)	<ul style="list-style-type: none">▪ <u>Yearly Proposal (Committee List, Budget, Activities)</u> for approval by TIC & ECAC▪ <u>Recruitment Week Proposal</u> * (TA, TIC, ECAC)
October – April <January>	<ul style="list-style-type: none">▪ <i>Proposal & Budget</i> for each activity (TA & TIC)▪ <i>Minutes of FIRST General Meetings</i> (TA & TIC)▪ <i>Evaluation (to ECA Master) & Photographs (to be saved under S:\00 Administration Folders\Adm 17 School Photos\2017-18)</i> for each activity▪ <u>Interim Report</u> * (with Recruitment Week Report, financial report, committee list and member list) (To Club Directors)▪ Submit a list of awardees for ECAPG Ceremony (TIC of ECAPG) [Late April]
May - June	<ul style="list-style-type: none">▪ <u>Annual Report (by the end of May)</u><ul style="list-style-type: none">- Annual Evaluation Report (to ECA Master)- Recommendation for New ex-co (TA & TIC)▪ <u>Financial Report</u> (to Mr. Anthony Ng)▪ <u>Message for School Magazine</u> (to Editorial Board)

** Please note that the number of members recruited and an evaluation report of the Recruitment Week should be included in the Interim Report.*

Circular / Letter to Parents

1. Please check the attached sample in the Appendix.
2. All Circulars to Parents of PTA and ECA should indicate in the reply slips (a) to whom they should be returned to after collection (b) the name of the function and (c) Chief Organizing body.
3. For outdoor activity for all forms, parental consent must be obtained.

Reservation of School Premises

Reservation of classrooms and function rooms (e.g. MMLC) should be done by the TA or the TIC of each club through the eClass online booking system.

For the booking of the New and Old Hall, the organizer should contact the Vice Principal Mr. Chris Chan directly.

Reserving Audio Visual (AV) Resources

1. For booking all AV resources, the TIC/TA should contact the concerned persons and fill out an equipment rental form.
2. AV resources include the following:
 - Microphones / Sound System in the hall
 - Cordless microphone, Portable Sound System
 - Video projectors together with Visualisers and computers, and
 - Video camera, Digital Camera & Tripod

For School Events, the teacher in charge of the event should be present and supervise the use of the AV equipment. *Teachers-in-charge should ensure that all facilities borrowed should be returned properly.*

3. For the use of computers outside school hours, the organizer should contact Mr. K.K. Ip.

* Students should **NOT** approach the technicians directly for equipment.

Requesting other Equipment for ECA

Hall Sitting Arrangement	The TIC of the activity should inform the Janitor in charge. The V.P. Mr. Chris Chan and Mr. T. M. Kwok should also be informed.
Plasma TV at the main entrance	For the display of video clips, the organizer should submit the clip to the ECA Master (Mr. C. Y. Tam) for screening.
Portable Display Boards	Perfect of Studies (Ms. Wong YF) and Vice Principal
Car Park	Vice Principals / Principal
School Souvenirs	Vice Principal

Guidelines on Posting Bills

1. Clubs have to submit their posters to the SU for approval before posting. All posters have to be stamped with Students' Union's chop before being posted.
2. The clubs can post their posters on ***glasses and ceramic tiles*** only but **not on any wooden surface or walls. Make good use of the ECA Boards located at the campus**
3. The clubs have the responsibility to remove the posters after the events took place.
4. Posters are **RESTRICTED** in the main entrance and the corridor outside staff room A and meeting room.

Guidelines for Announcement through Public Address (P.A.) System

1. The P.A. system can be used to announce clubs' activities to the students and teachers.
2. Any club, which would like to make announcements, should send the script to the Students' Union at **LEAST ONE** day beforehand.

Guidelines for Organizing Activities Requesting Sponsorship

Clubs organizing any activity requesting sponsorship please approach the Financial Secretary of the ECAC (Mr. Ng Anthony) for his approval at least 2 months beforehand.

1. Clubs are to prepare a list of sponsors and submit it to Mr. Ng Anthony for school's record within one month after the function takes place.
2. Some examples of the activities are as follows:

Time of the Events	Activities	Organizer(s)
October	Caritas Bazaar	Social Service Group
November	OBA Ball Raffle Tickets	OBA
	Walkathon	Interact Club & SU
December	Green & White Ball	Interact Club
February	Open Day / Green & White Day	SU
March	PTA Dinner	PTA
April	ITQ	Music Society + SU
July	School Concert	Orchestra

- ***Organizers should NEVER contact parents directly for any type of sponsorship. Illegal fund-raising will be severely penalized.***

Guidelines on Temporary Leave / Lesson Skipping

- Students are NOT advised to use lesson skipping to do ECA promotion. All regular promotion should be done through the use of Posters and the PA system.
- The ECA Master together with the ECA Committee has the right to deny any request for doing ECA promotion through lesson skipping.
- In case lesson skipping is a MUST, the organizer will have to seek approval from the TIC, the ECA Master and the Principal respectively. All application MUST be done at least TWO days in advance.
- With the introduction of the NSS, students are not allowed to skip the First & Seventh lesson of the day NOR can they skip the CORE subjects. Students should make use of other lessons like P.E., M & C session, Form Teacher session, etc. for promotion. Teachers have the right to deny lesson skipping request at any time.
- Students requesting lesson skipping should fill in the Temporary Leave Application Form.
- Students are not allowed to skip more than TWO lessons per day for doing promotion. For each event, there should NOT be more than FOUR students in doing promotion.
- The organizer will have to obtain approval from the Subject Teacher concerned, the TIC of the activity, the ECA Master and the Principal.
- The club must also submit the letter to the **office** for photocopies as soon as such approval is obtained.
- The Application Form should remind on the Teacher's Desk or the pouch on the door for referral.

Other Guidelines

Banner Hanging

- Students have to arrange through the Vice Principal Mr. Chris Chan OR Mr. W.K. Wu in case they need to hand a banner. Students should never attempt to hang a banner or other forms of decorations (e.g. during Religious Festival) by themselves.
- All arrangements have to be made at least ONE week in advance.
- For the safety of students, students are **FORBIDDEN** to use the scaffolding device in school after all the pulley devices have been set up. (Mainly Open Day)
- Students are **FORBIDDEN** to work on the catwalk of the New Hall for the safety of students. (Mainly Ball, ITQ, Open Day, Religious Show, etc.)

Staying behind after school hours

- Students are **NOT allowed** to stay over-night at the school campus. For special occasion like the Green and White Open Day, parental consent has to be obtained.
- Students should leave the school campus NO later than 6pm on normal school days.
- Students should avoid excessive booking of school premises during Sat. and Public Holidays as there are only two janitors on duty.
- **No dangerous activities** like hanging banners and using scaffolding device are allowed.

Concerning G&W Ball, ITQ, Religious Show and alike

The organizer should include in the Proposal:

- A sitting plan and a layout indicating the emergency exits and escape routes.
- A contingency plan in case of chaos – students / teachers in charge of discipline and escorting people out of danger.
- Estimation on the flow of people per unit of time and a plan to control the flow of people.
- A team of Red Cross and / or St. John's Ambulance with at least two first aid kits.
- For Walkathon, the organizer should include a MAP of the route for reference. The organizer has to inform the Police at least TWO weeks before the activity.

Guideline on Participation

Students should follow the 1 + 2 principle all the time. Any person can only be the Chairperson of ONE club and an ex-co member of any TWO other clubs. A student can NEVER be the Chairperson of more than ONE club NOR can he be the ex-co member of THREE clubs.

Guideline on Submitting Evaluation Report

For any event that is shown in the school calendar (e.g. Swimming Gala, Sports Day, Walkathon, ITQ), the Organizer will have to submit a Written Report of around 50 to 100 words on the event. The short passage should be sent to Ms. C. Y. To within ONE week after the event. The Organizer also needs to supply 20 selected photos for record and save the photos under S:\00 Administration Folders\Adm 17 School Photos\2017-18. The Report together with the photos will be uploaded to the school official website (www.sjc.edu.hk) for display purpose. Therefore, please have the Report proof read by an English teacher before your submission.