Form C

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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College Extra-curricular Activities Committee2017-18 Choose an item. |

**Part I: Details of Function**

|  |  |
| --- | --- |
| Title: |  |
| Club/Society |  |
| Date / Period: |  |
| Time: |  |

**Part II: Checklist**

|  |  |  |
| --- | --- | --- |
| [ ] **Yearly Proposal**  | [ ] **Interim Report** | [ ] **Annual Report** |
| [ ] Committee List (max. 7)[ ] Budget [ ] Activities | [ ] Recruitment Week Report[ ] Activities Report[ ] Financial Report[ ] Committee List[ ] Member List | [ ] Annual Evaluation Report[ ] Recommendation for New ex-co[ ] Committee List[ ] Member List |

**Part III: Approval by ECA Committees**

|  |  |
| --- | --- |
| Approved by: | Additional Remarks: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )Yeung Rani ECA Secretary |
|  |  |
| Final Approved by: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )Tam C YECA Master |  |

***This document will be scanned before returning to:***

|  |  |  |
| --- | --- | --- |
| Student Name:  | Class: S | No.: |

Signed by,

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student Name][Class][No.]Student-in-Charge  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Teacher Name]Teacher-in-Charge  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yeung RaniECA Secretary  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tam C YECA Master |