

Form B

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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College  Extra-curricular Activities Department  Application for organizing external ECA |

**Part I: Details of Function**

|  |  |
| --- | --- |
| Title: |  |
| Organizing Body: |  |
| Date / Period: |  |
| Time: |  |

**Part II: Booking of Equipment / Facilities**

|  |  |  |
| --- | --- | --- |
|  | Remarks | Approved and signed by |
| Room/ Hall#: |  |  |
| Microphones: |  | Chiu Ricky: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Video/IT Equipment^: |  |  |
| Others: |  |  |

# *School Hall should be approved by Mr Sin KM.*

*^ Fill in Form G.*

**Part III: OLE/ English proofreading (if necessary)**

|  |  |  |
| --- | --- | --- |
|  | Remarks | Approved and signed by |
| OLE Hours: |  | Suen Rani: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grant for Transportation | *Fill in Form K* |  |
| English Proofreading\*:  CTP/2019-20/\_\_\_\_\_\_ | For circular to parents, teachers should fill out the “Register of Circular to Parents” form and state the reference number on the top left-hand corner of the circular.  *S:\00 Administration Folders\Adm 07 Updates & Circulars\07-02 Circulars to Parents\2019-20*. | Karina Calver: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

\**For documents to outsiders only*.

**Part IV: Approval by ECA Department**

|  |  |
| --- | --- |
| Approved by: | Ref. No.: ECA1920\_ \_ \_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  Kwok T M  ECA Vice-chairman | Additional Remarks: |
|  |  |
| Final Approved by: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  Tam C Y  ECA Master |  |

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

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

|  |  |
| --- | --- |
| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College  [Type your club name]  Year 2019-20 (External Event) |

Proposal for Organizing a [Joint School Service Project]

1. **Organizing Bodies**

|  |  |
| --- | --- |
| Aims: | [e.g. To serve the elderly at the XX centre; To train our junior committee in leading service project] |
| Name(s) of Organization(s): |  |
| Target Partner School: |  |

1. **Details of the Project**

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Venue: |  |
| Target group: |  |
| Fees charged: |  |
| Time and Place for Assembly: |  |
| Time and Place for Dismissal: |  |

**Details of the Orientation Day**

[If an orientation is required, put down the details as well]

Example: Orientation Day (May 6, 2017 (Sat))

Venue: Try NOT to use SJC

|  |  |
| --- | --- |
| Time | Event |
| 9:30 – 9:45am | Registration |
| 9:45 – 10:00am | Opening Speech by the Chair-persons |
| 10:00 – 10:15am | Grouping |
| 10:15 – 11:00am | Briefing on Service Project |
| 11:00 – 12:00noon | How to work things out (Group Discussion, assignment of duties among members, etc.) |

[The purpose of the Orientation Day is to PLAN for the upcoming Service Project. It is NOT a Fun Day for the participants. Please don’t put down a lot of “ice-breaking games” or alike. **The purpose of Service is to SERVE OTHERS**. Instead, spend some time to mention about the division of labour, what possible problems will members encounter and what are the counter-measures and precautions.]

[No matter which center you will be serving, make arrangement with them AT LEAST TWO months beforehand. It is a bit awkward to change everything after your orientation day. If your service project involves more than one centre, you will have to make arrangements as soon as possible.]

Number of Participants(including organizing committees):

[Note that the normal ratio is max. 1 teacher to 30 students for “low-risk” functions. If you involve more than 30 Josephians, you will need additional teacher(s). Therefore, it is better to set the maximum number to 30 or below. There MUST be a teacher advisor from the partner school as well to look after their welfare.]

|  |  |  |
| --- | --- | --- |
| Teacher(s) Present | Contact Number | Signature |
|  |  |  |
|  |  |  |

[Again, you have to acquire the signature of the TIC of the participating school before sending the proposal to the ECA committee for approval.]

**Details of your Service Days:**

|  |  |  |
| --- | --- | --- |
| Date / Time | Venue | Activity |
| 9:00am | HKxxx Centre | Arrival |
| 9:15am |  | Briefing and Grouping with inmates |
| 9:30am |  | Service # 1 \*\* |
| … |  | … |
| Teacher in Charge | Mr. / Ms.  Chan XX | Signature |

[\*\* Give details of what you are going to do with the inmates. AVOID messy games like “Water Gun Fight”, “Flour figuring”, etc. Above all, SAFETY is the highest priority.]

[It is possible that you have more than ONE day of services. If so, use separate tables for different dates of events. Indicate which teacher will accompany on each day. The teacher participating will have to sign as well.]

1. **Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Income | Expenditure | Balance |
| Poster |  | HK$ 300.00 |  |
| Lunch Box 30 @ $ 30 |  | HK$ 900.00 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Photography**

Chan XX (5E No. 3) and Leung XX (5A No. 8) will act as the photographers on the days of services. The photographers will submit the photos to Ms. C. Y. To for uploading to our school website.

1. **Duty Roster** *(if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| Time | May 5 (Fri) |  |  |
| 9:45-10:30 | Chan XX (5E no. 3) |  |  |
| 10:30-12:00 | Cheung YY (5A no. 8) |  |  |
|  |  |  |  |

1. **Bad Weather Arrangement**

If red/black rainstorm signal OR typhoon signal number 8 or above being hoisted TWO hours before the activity takes place, the activity will be postponed to a later date.

1. **Evaluation**

The committee will use the official evaluation form for evaluation. The form will be filled in and return to the ECA Vice-chairman Mr. T.M. Kwok within one week after the event.

|  |  |  |
| --- | --- | --- |
| Prepared by, | Signed by |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Student Name][Class][No.]  Student-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge of [School XX] |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Kwok T M  ECA Vice-chairman,  St. Joseph’s College | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tam C Y  ECA Master,  St. Joseph’s College |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ching K B  Principal,  St. Joseph’s College |  |