

Form C

|  |  |
| --- | --- |
| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College  Extra-curricular Activities Department  2019-20 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 *(Each club/society should organize at least 4 activities throughout the year; the first activity must be held in the 1st semester)*  *(For sports group, training course must be provided for members.)*  Activity for S1-2 students | 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 Department**

|  |  |
| --- | --- |
| Approved by: | Additional Remarks: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  Yeung Rani  ECA Secretary |
|  |  |
| Final Approved by: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  Tam C Y  ECA 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 Advisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge |
|  |  |