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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College Extra-curricular Activities Department2019-20 Choose an item. |

**Part I: Details of Function**

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

**Part II: Checklist**

|  |  |  |
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| [ ] **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**

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| 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:***

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

Signed by,

|  |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student Name][Class][No.]Student-in-Charge  |  |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Teacher Name]Teacher Advisor  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Teacher Name]Teacher-in-Charge  |
|  |  |