|  |  |
| --- | --- |
|  http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | I:\SJC\Admin\ECA\Logo\black.jpgSt. Joseph's CollegeForm EExtra-curricular Activities DepartmentEvaluation Form for external events |

**Part I: Details of Function**

|  |  |
| --- | --- |
| Title  |   |
| Organizing Body |   |
| Partner School |  |
| Date / Period |   |
| Time |  |

**Part II: Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Performance of Club Committee | Poor | Fair | Good | Excellent | Not Applicable |
|  | Responsibilities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Administration | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Punctuality  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Communication with TIC | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Communication among themselves | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Any additional comments about the club committee |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Strongly Agree | Agree | Disagree | Strongly Disagree | Not Applicable |
|  | The objective of the activity was achieved. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | The activity meets your expectation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. S
 | Students were highly participated. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | The club has its meeting, activities and events planned well in advance. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | The venue has been booked in advance. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | The school premises have been booked in advance.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Promotion (e.g. posters, video, Facebook) was effective. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | What recommendations would you make for improving this activity? |  |

Do you recommend your club to conduct this activity again? [ ]  Yes [ ]  No

**Part III: Photos\***

|  |
| --- |
| Attach 2 photos of activities.  |
|   |

*\*Please also ask your TIC to save the photos under*

*S:\00 Administration Folders\Adm 17 School Photos\2019-2020*

**Part IV: Summary**

|  |
| --- |
| Write an article about 50 words to summarize the event that you have organized. |
|   |

Signed by,

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student Name][Class][No.]Student-in-Charge  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Teacher Name]Teacher-in-Charge  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kwok T MECA Vice Chairman | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tam C YECA Master |

***Please send this evaluation form to Mr Tam C Y for record within ONE week after the activity.***