



1. Major documents to be submitted by clubs

1.1 The summary is as follows:

| Month | Items |
|---------|---|
| Sep | <ul style="list-style-type: none"> ➤ Yearly Proposal ➤ Recruitment Week Proposal (optional) ➤ Submission of executive committee list and member list |
| Dec-Jan | <ul style="list-style-type: none"> ➤ Interim Report ➤ Open Day Proposal (optional) |
| May | <ul style="list-style-type: none"> ➤ Final Report |

Club directors will inform the chairmen regarding the submission method and deadline.

- 1.2 The number of executive committee should not be more than 7 students.
- 1.3 Each club should organize at least 4 activities, including recruitment week and open day, throughout the year. The first activity must be held in the 1st semester.
- 1.4 According to P.E. department, all sports clubs and societies should provide training course for members.

2. Poster

All clubs and societies are required to ensure that our school should be kept clean, tidy, safe and orderly for all students at the time when they promote their activity program. Please take note of the following when publicizing activities:

- 2.1 All posters, promotion notices and printed publicity materials should be put up on approved locations only, ECA boards and tile walls.



Figure 1: ECA boards



Figure 2: Tile walls

- 2.2 DO NOT attach anything to painted surfaces, painted walls, windows and lockers in SJC. DO NOT use glue to stick promotion leaflets on surface. Blu tack should be used for sticking posters on tile walls.
- 2.3 Publicity objects in any approved areas should have the Students' Union chops on the surface before they are put up. Under normal circumstances, posters should be put up not more than two weeks before the event. Student organizers should undertake the removal of publicity materials immediately after the function is over.
- 2.4 To consider environmental conservation, all clubs and societies should avoid putting up large numbers of posters for one single function. Activity promotion through electronic media is encouraged. ECA offers different electronic media for promotion: [ECA website](http://eca.sjc.edu.hk), [ECA facebook page](#) and [ECA Instagram](#). Student organizers could contact our club directors for further information.

3. Application for Temporary Leave from Lessons

- 3.1 The form (Form F) can be downloaded from <http://eca.sjc.edu.hk>
- 3.2 Student(s) must be accompanied by a teacher for travelling to the other campus.

4. Circular

- 4.1 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. For details, please refer to the following links: *S:\00 Administration Folders\Adm 07 Updates & Circulars\07-02 Circulars to Parents*
- 4.2 The ECA circular for outsider must be proofread by Ms. Ting Loretta (SU), Ms. Karina Calver (Clubs and Societies) beforehand.

5. Achievement

- 5.1 Students’ achievement will be recorded for ECAPG and ECA Report Card. Please send all related details (i.e. title of the prize/achievement, student’s name, class, photos, etc.) to Mr. Tam CY.
- 5.2 The achievement will be posted to our school website.

6. Activity Photos

- 6.1 Teachers could save the activities photos under the following folder:
S:\00 Administration Folders\Adm 17 School Photos
- 6.2 For activities shown in school calendar, activity organizers should:
 - i) Write a short passage about the activities and send it to ECA English teachers for proofreading.
 - ii) After that, send the passage to Mr. Yim for uploading to school website.

7. ECA Report Card

- 7.1 All exco and member lists will be input to the ECA report card during the recruitment week. Clubs and societies are not allowed to recruit members after the recruitment week.
- 7.2 Should you have any enquiries, you may contact Ms. To CY.

8. Personal Data Privacy

- 8.1 Activity organizers should observe the Personal Data (Privacy) Ordinance (Cap. 486) which protects the privacy rights of a person in relation to personal data.

9. The 4 “S” in Student Activities

9.1 Safety

- Always take precautionary measures during programming, designing games/competitions to protect the safety and physical well-being of all participants in an activity.
- Make effective use of equipment, furniture and facilities in proper and safe manner.
- Have contingency plans to cope with emergencies and unforeseeable changes such as bad weather.
- Avoid any activities that may endanger personal safety.
- Student activity organizers are advised to bring along First Aid Pack for off-campus activities.

9.2 Security

- Be careful with your valuables, personal or society belongings and never leave them unattended to in any activity venues; organize someone to take care of valuables or delicate/expensive equipment during the course of an activity.
- Take precautionary measures that your activity will not be intruded by those who are not your intended participants or audience.

9.3 Sensibility

- Be sensible: make judgment with common sense.
- Be sensitive and considerate: exercise self-discipline to avoid causing disturbance or embarrassment to others.
- Be responsible: formulate objectives for the activities, work towards the goals.
- Be friendly to environment: REDUCE and RECYCLE; keep environment clean, tidy, safe and orderly for others.

9.4 Satisfaction

- Satisfaction comes from the learning opportunities and educational outcome of your activity.
- To achieve maximum satisfaction for all parties involved, make sure your activities are:
 - well thought out,
 - well planned,
 - well promoted,
 - well conducted, and
 - well evaluated.