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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College  Extra-curricular Activities Department  2021-22 Choose an item. |

**Part I: Details of Function**

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

**Part II: Checklist**

|  |  |  |
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| **Yearly Proposal**  [*Deadline: 24/9*] | **Interim Report**  [*Deadline: 28/1*] | **Annual Report**  [*Deadline: 27/5*] |
| Committee List  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  Whole-form Activity  Joint-school Activity  Community Service | Introduction  Recruitment Week Report  Activities Report  Financial Report  Committee List  Member List  Conclusion | Introduction  Annual Evaluation Report  Recommendation for New ex-co  Committee List  Member List  Conclusion |

**Part III: Approval by ECA Department**

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| **Approved by:** | |  |  |  |  |
| For Academic, Religious, Service Groups,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date: )  Ms. Yeung Rani  ECA Vice Chairperson | For Interest and Sports Groups,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date: )  Mr. Chu David  ECA Secretary | Additional Remarks: | | | |
| **Final Approved by:** | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  Mr. Tam C Y  ECA Master | |

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

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

|  |  |
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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | I:\SJC\Admin\ECA\Logo\black.jpgSt. Joseph's College  [Type your club name]  Year Plan 2021-22 |

**(TEMPLATE FOR YEAR PLAN)**

1. **OBJECTIVE/ MISSION**
2. **SUPERVISING TEACHERS**

|  |  |
| --- | --- |
| Teacher-in-charge |  |
| Teacher Advisor |  |

1. **EXECUTIVE COMMITTEES**

|  |  |
| --- | --- |
| ***Number of Executive Committees*** | ***Requirement*** |
|  | *Fulfill ECA requirement* |
| *8-10* | *Fulfill ECA requirement*  *+ ONE of the following activities:*  *whole-form activity/ community service* |
| *11-13* | *Fulfill ECA requirement*  *+ TWO of the following activities:*  *whole-form activity/ community service/ joint-school event* |

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| Post | Name | Class (No.) |
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1. **GENERAL DUTIES OF EXECUTIVE COMMITTEES**

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| Post | Duties |
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1. **ACTIVITIES TO BE HELD**

*(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.)*

1. ***Name of the event***

|  |  |
| --- | --- |
| **Description of the event:**  *[minimum 50 words]* | **Recruitment Week** |
| **Aim:** |  |
| **PIC:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Budget:** |  |

1. ***Name of the event***

|  |  |
| --- | --- |
| **Description of the event:**  *[minimum 50 words]* | **Activities for the ECA Week (NOV)** |
| **Aim:** |  |
| **PIC:** |  |
| **Date:** | **First week of November** |
| **Venue:** |  |
| **Budget:** |  |

1. ***Name of the event***

|  |  |
| --- | --- |
| **Description of the event:**  *[minimum 50 words]* |  |
| **Aim:** |  |
| **PIC:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Budget:** |  |

1. ***Name of the event***

|  |  |
| --- | --- |
| **Description of the event:**  *[minimum 50 words]* |  |
| **Aim:** |  |
| **PIC:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Budget:** |  |

1. ***Name of the event***

|  |  |
| --- | --- |
| **Description of the event:**  *[minimum 50 words]* |  |
| **Aim:** |  |
| **PIC:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Budget:** |  |

1. **BUDGET**
2. **CONCLUSION**

Signed by,

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