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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College Extra-curricular Activities Department2021-22 Choose an item. |

**Part I: Details of Function**

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

**Part II: Checklist**

|  |  |  |
| --- | --- | --- |
| [ ] **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 RaniECA Vice Chairperson | For Interest and Sports Groups,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date: )Mr. Chu DavidECA Secretary | Additional Remarks: |
| **Final Approved by:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )Mr. Tam C YECA Master |

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

|  |  |  |
| --- | --- | --- |
| 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***  |
| $$\leq 7$$ | *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* |

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

|  |  |
| --- | --- |
| 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,

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