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| --- | --- | --- |
|  |  | St. Joseph's College  Form A  Extra-curricular Activities Department  Application for organizing internal events |

**Part I: Details of Function**

|  |  |
| --- | --- |
| Title: |  |
| Organizing Body: |  |
| Date / Period: |  |
| Time: |  |

**Part II: Booking of Equipment / Facilities**

|  |  |  |
| --- | --- | --- |
|  | Remarks | Approved and signed by |
| LED Wall: |  | Mr Jeffrey Yim: |
| Sports Facilities: |  | Mr David Chu: |
| Video/IT Equipment: | Fill in Form G |  |
| Poster Frame: |  | Ms Florence Chung: |
| Others: |  |  |

**Part III: OLE/ Grant/ English proofreading (if necessary)**

|  |  |  |
| --- | --- | --- |
|  | Remarks | Approved and signed by |
| OLE Hours: |  | Mr Chris Cheng: |
| Grant for Transportation: | Fill in Form K | Mr Jeffrey Yim: |
| English Proofreading\*:  CTP/2025-26/\_\_\_\_\_\_  S:\00 Administration Folders\Adm 07 Updates & Circulars\07-02 Circulars to Parents\2025-26 | 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. Electronic edition of eNotice must be used. | Ms Karina Calver: |

\**For documents to outsiders only*.

**Part IV: Approval by ECA Department**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Approved by:** | | | **Ref. No.: ECA2526** |  |  |  |
| For Religious & Service Groups,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date: )  Ms Christy Sung | For Academic Groups,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date: )  Ms Annabelle Fok | For Interests and Sports Groups,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date: )  Mr David Chu | Additional Remarks: | | | |
| **Final Approved by:** | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date: )  Mr Jeffrey Yim  ECA Master | | |

***This document is prepared by:***

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

|  |  |
| --- | --- |
|  | St. Joseph's College  [Type your club name]  Year 2025-26 (Internal Event) |

Proposal for Organizing a [Type the event]

1. **Basic Information**

|  |  |
| --- | --- |
| Aims: | [To enhance members’ knowledge in ….. (Or any other relevant reasons)] |
| Target Group: | [e.g. S1 to S3 (a maximum of 30 students)] |
| Date: | [e.g. 24th March, 2025 (Mon)] |
| Time: | [e.g. 10:00 a.m. to 12:00 noon] |
| Fees charged: | [e.g. Members- free of charge; non-members- $5 each] |
| Time and Place for Assembly: | [e.g. 9:00 a.m. at School Main Entrance] |
| Time and Place for Dismissal: |  |

|  |  |
| --- | --- |
| Teacher(s) Present | Signature |
|  |  |
|  |  |

1. **Description of the event**

*[minimum 80 words]*

All participants will first gather at the Main Entrance of St. Joseph's College on the date of event. The teacher(s) involved will then lead the students to ….

Participants will be divided into groups with a maximum of 10 for each. Each group will take turn to ….

Teacher(s) in charge will ensure ….

The event will end at 12:00 noon. The teacher(s) involved will dismiss the students at …

*[Give a detailed description of the event including:]*

* *The Rundown of the Event / What you are going to do*
* *The Roles played by the Participants*
* *The Roles played by the Teacher(s) involved*

1. **Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Income | Expenses | Balance |
| Fees collected from non-member 8 x $ 5 | $ 40.00 |  |  |
|  |  |  |  |
|  |  |  |  |

*The Budget should give an estimate on the Income and Expenses of the event. Charges should be “reasonable”. Surplus is allowed (however, not excessive) and the Budget need not be “Balanced” all the time. Spend WISELY and avoid wastage!*

1. **Bad Weather Arrangement**

If amber (or above) rainstorm signal and / or typhoon signal number 3 (or above) is hoisted 3 hours before the event, the event will be postponed to a later date with further notice.

***This is a MUST.***

1. **Parental Consent**

A parental consent will be distributed to the students a week in advance.

***This is necessary. Proofreading by ECA English teacher (Ms. Calver) is required before submitting to ECA Vice Chairperson.***

1. **Photography**

Chan XX (S5E no. 3) and Cheung YY (S5A no. 8) will be the photographers for the event. The photographers will select and send photos to ECA Committee within one week after the event for record. Please also ask your TIC to save the photos under

S:\00 Administration Folders\Adm 17 School Photos\2025-2026

1. **Duty Roster** (*if necessary*)

|  |  |  |  |
| --- | --- | --- | --- |
| Time | March 24 (Mon) |  |  |
| 9:45-10:30 | Chan XX (S5C no. 4) |  |  |
| 10:30-12:00 | Ho YY (S5B no. 8) |  |  |
|  |  |  |  |

1. **Emergency Plan** (*it is required for outdoor activities*)

First aid kits and personal communication devices (such as mobile phones, etc.) are required for casualty handling and communication in the event of an emergency.

1. **Evaluation**

The committee will use the official evaluation form for evaluation. The form will be filled in and return to the ECA Vice Chairman within one week after the event.

***This is necessary for us to collect feedback so that we can pass on this information to later generations.***

Signed by,

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  [Student Name][Class][No.]  Student-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date: )  [Teacher Name]  Teacher-in-Charge |
|  |  |