|  |  |  |
| --- | --- | --- |
|  |  | St. Joseph's College  Form B  Extra-curricular Activities Department  Application for organizing external 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.: |

|  |  |
| --- | --- |
|  | I:\SJC\Admin\ECA\Logo\black.jpg St. Joseph's College  [Type your club name]  Year 2025-26 (External Event) |

Proposal for Organizing a [Joint School Service Project]

1. **Organizing Bodies**

|  |  |
| --- | --- |
| Aims: | [e.g. To serve the elderly at the XX centre; To train our junior committee in leading service project] |
| Name(s) of Organization(s): |  |
| Target Partner School: |  |

1. **Details of the Project**

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Venue: |  |
| Target group: |  |
| Fees charged: |  |
| Time and Place for Assembly: |  |
| Time and Place for Dismissal: |  |

**Details of the Orientation Day**

[If an orientation is required, put down the details as well]*[minimum 80 words]*

Example: Orientation Day (March 22, 2026 (Sat))

Venue:

|  |  |
| --- | --- |
| Time | Event |
| 9:30 – 9:45am | Registration |
| 9:45 – 10:00am | Opening Speech by the Chair-persons |
| 10:00 – 10:15am | Grouping |
| 10:15 – 11:00am | Briefing on Service Project |
| 11:00 – 12:00noon | How to work things out (Group Discussion, assignment of duties among members, etc.) |

[The purpose of the Orientation Day is to PLAN for the upcoming Service Project. It is NOT a Fun Day for the participants. Please don’t put down a lot of “ice-breaking games” or alike. **The purpose of Service is to SERVE OTHERS**. Instead, spend some time to mention about the division of labour, possible problems that members may encounter, counter-measures and precautions.]

[No matter which center you will be serving, make arrangement with them AT LEAST TWO months beforehand. It is a bit awkward to change everything after your orientation day. If your service project involves more than one centre, you will have to make arrangements as soon as possible.]

Number of Participants(including organizing committees):

[Note that the normal ratio is max. 1 teacher to 30 students for “low-risk” functions. If you involve more than 30 Josephians, you will need additional teacher(s). Therefore, it is better to set the maximum number to 30 or below. There MUST be a teacher advisor from the partner school as well to look after their welfare. For further details, refer to the Appendix VIII of Guidelines on Outdoor Activities by Education Bureau. ]

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

[Again, you have to acquire the signature of the TIC of the participating school before sending the proposal to the ECA committee for approval.]

**Details of your Service Days:**

*[minimum 100 words]*

|  |  |  |
| --- | --- | --- |
| Date / Time | Venue | Activity |
| 9:00am | HKxxx Centre | Arrival |
| 9:15am |  | Briefing and Grouping with inmates |
| 9:30am |  | Service # 1 \*\* |
| … |  | … |
| Teacher in Charge | Mr. / Ms.  Chan XX | Signature |

[\*\* Give details of what you are going to do with the inmates. AVOID messy games like “Water Gun Fight”, “Flour figuring”, etc. Above all, SAFETY is the highest priority.]

[It is possible that you have more than ONE day of services. If so, use separate tables for different dates of events. Indicate which teacher will accompany on each day. The teacher participating will have to sign as well.]

1. **Budget**

*Please collaborate with other schools to determine the expenditure as we are required to keep the original receipts within our school's records.*

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Income | Expenditure | Balance |
| Poster |  | HK$ 300.00 |  |
| Lunch Box 30 @ $ 30 |  | HK$ 900.00 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Photography**

Chan XX (5E No. 3) and Leung XX (5A No. 8) will act as the photographers on the days of services. 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 Date** | **March 22 (Sat)** |  |  |
| 9:45-10:30 | Chan XX (5E no. 3) |  |  |
| 10:30-12:00 | Cheung YY (5A no. 8) |  |  |
|  |  |  |  |

1. **Bad Weather Arrangement**

If red/black rainstorm signal OR typhoon signal number 8 or above being hoisted TWO hours before the activity takes place, the activity will be postponed to a later date.

1. **Evaluation**

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

|  |  |  |
| --- | --- | --- |
| Prepared by, | Signed by |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Student Name][Class][No.]  Student-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge of [School XX] |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr. David Chu  ECA Vice Chairman  St. Joseph’s College | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr. Jeffrey Yim  ECA Master  St. Joseph’s College |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr. T. M. Kwok  Principal  St. Joseph’s College |  |