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|  |  | I:\SJC\Admin\ECA\Logo\black.jpgSt. Joseph's CollegeForm CExtra-curricular Activities DepartmentChoose an item. |

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**Part I: Details of Function**

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

**Part II: Checklist**

|  |  |  |
| --- | --- | --- |
| [ ] **Yearly Proposal** [*Deadline: 2/10*] | [ ] **Interim Report**[*Deadline: 20/1*] | [ ] **Annual Report**[*Deadline: 30/6*] |
| [ ] 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 ECA Week[ ] Activity in May for the La Salle exchange programme [ ] Whole-form Activity [ ] Joint-school Activity [ ] Joint-club 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[ ] ConclusionTHEME FOR 2025-26“Our Country, Our Heritage, Our Future” |

**Part III: 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 Plan 2025-26 |

**(TEMPLATE FOR YEAR PLAN)**

1. **OBJECTIVE/ MISSION**

THEME FOR 2025-2026

“Our Country, Our Heritage, Our Future”

1. **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/ joint-club event* |
| *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 (3 – 14 NOV) (COMPULSORY)** |
| **Aim:** |  |
| **PIC:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Budget:** |  |

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

|  |  |
| --- | --- |
| **Description of the event:***[minimum 50 words]* | **Chinese Cultural Week (2 – 13 FEB)** |
| **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]* | **La Salle exchange programme** |
| **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  |
|  |  |