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| |  |  |  | | --- | --- | --- | |  |  | I:\SJC\Admin\ECA\Logo\black.jpgSt. Joseph's College  Form C  Extra-curricular Activities Department  Choose an item. | |  |

**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  Conclusion  THEME 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* |
|  | *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* |

|  |  |  |
| --- | --- | --- |
| 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 (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 |
|  |  |