



Student-initiated-Activities (SiA)

Planning

Proposal Template

****For each approved project, there is a maximum of \$40 funding from the school (if applicable).***

1.	Title of SiA (ViA) Project		
2.	Name and Class of Chairman of Project	Class:	Name:
3.	Contact Details of Project Leader	Hp:	Email:
4.	Name and Class of Vice-Chairman of Project	Class:	Name:
5.	Names and Classes of Other members (Committee Members and Participants)	<u>Class</u>	<u>Names:</u>
6.	Name of Teacher Mentor of SiA (ViA) project		
7.	Community Group selected	Elderly / Children / Under-privileged / Disabled / Hospice / Others: Pls State: _____	
8.	Name of Beneficiary		
9.	Detailed Needs Analysis (Areas of concern)		
10.	Objective(s) of the project (Briefly explain)		

11.	Project Start and End Dates <i>(dd/mm/yyyy)</i>	Start:	End:

12.	<u>Project Process Planning and Allocation of Duties</u>					
	No.	Processes / Steps to be taken	By When	By Who		
13.	<u>Proposed Budget</u> <i>(Detailed breakdown if applicable. This is for planning purpose only.)</i>					
	No.	Items to buy	Quantity	Total cost (\$)	Who to buy	By when
<i>**All receipts must be recorded and submitted to the Teacher Mentor.</i>						

14.	<p><u>Actual Day Event</u></p> <p>Event Date / Day: _____ Time: From _____ to _____</p> <p>Detailed breakdown of programme on Actual Day (if applicable): (if not, state 'NA')</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Time <i>Eg: 1200 to 1300</i></th> <th style="width: 35%;">Programme Segment(s)</th> <th style="width: 35%;">Items needed for this segment</th> <th style="width: 15%;">Student IC</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="margin-top: 10px;">State Location for Event to be carried out: _____</p>				Time <i>Eg: 1200 to 1300</i>	Programme Segment(s)	Items needed for this segment	Student IC																				
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After Completion of SiA Project	
<p><u>Other things for submission (to be done by SiA Chairman):</u> <u>(To be done within 1 week after completion of project)</u></p> <ol style="list-style-type: none"> 1. <u>ALL</u> receipts of purchase must be <i>submitted to the Teacher Mentor for reimbursement.</i> 2. Please update the teachers of all the names and class of students involved in the project and their level of involvement. 	

