



KD GIVE BACK 2023

DATE

16 DECEMBER 2023

VENUE

**KOMPLEKS BELIA DAN SUKAN
PULAU PINANG**

ORGANIZED BY:

KD TRAINER

1.0 EVENT/PROGRAM

KD Give Back 2023 (Charity Program)

2.0 EVENT BACKGROUND/RATIONALE

KD Give Back is an annual community service initiative led by KD Trainer. The primary objective of this program is to uphold our company's core values of L.I.F.E. while contributing to the betterment of society, particularly those in need.

This year, KD Trainer is proud to partner with Selfless Together, a charitable foundation dedicated to supporting underprivileged and marginalized children. Together, we are collaborating to organize an event that focuses on educating physical activities including games, to impart the significance of fitness, exercise, and a healthy lifestyle to these young individuals. Moreover, we seek to provide these children with a day of joy during the holiday season.

Our overarching goal is to demonstrate to these children that physical activity can be enjoyable and accessible to everyone, regardless of their circumstances. This event stands as a testament to our commitment to fostering positive change and making a lasting impact on the lives of these young individuals. All donations and remaining unused sponsorship money will be donated to Selfless Together and the collection details will be shared through our website at <https://kdtrainer.com/kd-give-back-2/>.

3.0 OBJECTIVES

1. To give back to the needy and underprivileged and society in general.
2. To promote fitness and healthy lifestyle to marginalized children.
3. To bring a day of joy, happiness and fun for the children.
4. To involve clients in our shared vision and promote charitable acts of service.
5. To create socially responsible employees with skills to handle societal events professionally.

4.0 ACTIVITY DETAILS

- Date: 16th December 2023 (Saturday)
- Venue: Padang Bola, Kompleks Belia Dan Sukan Pulau Pinang
- Organizer: KD Trainer, Selfless Together
- Number of Participants: 105 pax which include volunteers and children (80 children, 25 volunteers)
- Attire: Sports attire

5.0 TENTATIVE

Date	Time	Activities
16th December 2023	9.00 am - 9.30 am	Registration Light breakfast Opening speech by Mr Aren Ice-breaking session Safety Briefing
	9.30 am - 10.30 am	Warming up Zumba by Atie
	10.30 am - 12.30 pm	Relay Race (10 stations) 10 games based on the 5 fundamental human movements: - Push - Pull - Bend - Unilateral - Rotational
	12.30 pm - 1.00 pm	Prize Giving Ceremony Closing speech by Dr. Lim Yew Lyn Lunch Disperse from location

6.0 RISK MANAGEMENT

Risk owner: Organization, participants

Risk	Cause and effect	Mitigation action
Injury during event	Cause: - Failure to follow safety briefing - Unsuitable attire Effect: - Participant's physical injuries - Insufficient number of participants for next activity	- Remind proper attire - Conduct safety briefing before program start - Prepare a first aid kit - Safety committee need to know basic knowledge of using first aid kit - Prepare transport incase emergency happens
Safety	Cause: - Unable to control the crowd - Lack of supervision Effect: - Children wandering around - Children's safety at risk	- Maintain adequate adult supervision for the children with a good adult-to-child ratio - Coordinate with organization to ensure the safety of the children - Making sure that children will have to report to adults and team leaders.

Outsider Agency Contact: (If Any)**Name:** Dr. Lim Yew Lyn**Position:** Chairman**Institution:** Selfless Together**Contact Number:** 014-5558182**7.0 ESTIMATED BUDGET**

FINANCIAL SOURCE	ITEM	QUANTITY	PRICE PER UNIT (RM)	TOTAL (RM)
Event Budget, and Sponsorship	Food and Beverages			
	Breakfast	80		Sponsored
	Lunch	80		Sponsored
	Mineral water	5 cartons	9.50	47.50
	Packet Drinks	5 cartons	20.00	100.00
	FOOD AND BEVERAGE SUBTOTAL			147.50
	Award			
	1 st Place	1	70.00	70.00
	2 nd Place	1	65.00	65.00
	3 rd Place	1	65.00	65.00
	Goodies Bag	80	10.00	800.00
	AWARD AND GIFTS SUBTOTAL			1000.00
	Others			
	Transportation (Bus)	2	450.00	900.00
	Venue Rental	1	100.00	100.00
	Canopy Rental	2	150.00	300.00
	Activity Props	1	100.00	100.00
	SUBTOTAL (RM)			1,400.00
	GRAND TOTAL (RM)			2,547.50

8.0 EVENT COMMITTEE

EVENT ADVISOR

MR. KODEESWAREN A/L VIJAYA BALAN

HEAD OF EVENT

CHEW ZHUN JIE

SECRETARY

NORSHAHANIM BINTI SHAHBUDIN

TREASURER

MR. KODEESWAREN A/L VIJAYA BALAN

PLACE AND ACTIVITY COMMITTEE

NURUL IZZATI BINTI MOHD HISHAM

FOOD AND BEVERAGE COMMITTEE

NURMAIZATUL AMMNY BINTI SHEIKH FUAD

SAFETY COMMITTEE

AINA AZWAREZA BINTI ZULKIFLI

TECHNICAL AND EQUIPMENT COMMITTEE

NG YONG HOW

REGISTRATION COMMITTEE

AINA AZWAREZA BINTI ZULKIFLI

MULTIMEDIA COMMITTEE

TEOH CHIN YU

9.0 APPROVAL

The highest management of KD Trainer is requested to consider and approve this **KD Give Back 2023** event.

Prepared by,

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(**NORSHAHANIM BINTI SHAHBUDIN**)
Secretary of KD Give Back 2023
KD Trainer

Checked and Approved / Not Approved

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(**MR. KODEESWAREN A/L VIJAYA BALAN**)
Director
KD Trainer