Dear students,

Since the Student Association remains vacant in this academic year, the School would like to call for proposals from interested students to organise several activities. The selected activities include (i) Teacher-Student Tournament; (ii) Sports Activity; (iii) Students’ Forum; (iv) Singing Contest and (v) one activity which is open to suggestions.

1. **Forming organising committees**

Interested students should group themselves and form organising committees. The organising committees shall consist of the following posts: Chairperson, Vice-chairperson, Financial secretary, General secretary and Publicity secretary. These posts can be filled by senior form students and/or junior form students. Regarding the large-scale event—Singing Contest, it is advised to form sub-committees or recruit helpers whenever possible.

2. **Submitting proposals and proposed budgets**

For each activity, a proposal, together with the proposed budget, has to be submitted by each organising committee to Mr. Hui Kong Hang Chris or Mr. Kwan Chun Wing Newton. Both soft copy and hard copy are expected. Organising committees have to send an email with the documents attached (the file size should be smaller than 5Mb) to the two teachers via eClass. In addition, they should put the hard copies on the book shelves of the two teachers outside G201.

When drafting the two documents, organising committees have to pay attention to the details shown in Appendix 1. The suggested content of the proposal is shown in Appendix 2. Having submitted the proposals and proposed budgets, the organising committees have to present their ideas and answer any enquiries raised by the judging panel.

3. **Selecting proposals**

The judging panel comprises teachers and students. They include the teachers-in-charge of Student Association, Mr. Hui Kong Hang and Mr. Kwan Chun Wing Newton, and representatives from Student Leader Groups (i.e. Prefect Association, Guidance Prefect Association and House Committee).

Submitted proposals and proposed budgets will be evaluated against a set of criteria by the judging panel. The criteria include (i) creativity/ innovation; (ii) integrity of submitted documents; (iii) appropriateness.

The selected organising committees have to work under the supervision of the teachers-in-charge of Student Association to accomplish their activities. We look forward to receiving your creative proposals. Should you have any enquiries, please feel free to contact Mr. Hui and Mr. Kwan. The information regarding this email has also been uploaded to the school homepage. Thank you.
Regards,
Mr. Kwan Chun Wing Newton
Mr. Hui Kong Hang Chris
## Appendix 1: Details of activities

<table>
<thead>
<tr>
<th>Name of event</th>
<th>Aim(s)</th>
<th>Proposed date(s)</th>
<th>Proposed budget</th>
<th>Submission of proposal</th>
</tr>
</thead>
</table>
| 1. Teacher-student Tournament | - To facilitate communication and cooperation between teachers and students  
                              | - To foster a positive teacher-student relationship or even friendship  | 18th or 19th December 2013               | HK$ 800          | Submission date: 18th November 2013  
                              |                                                                                   |                | Presentation date: 25th November 2013 |
| 2. Sports activity (other than basketball and football) | - To promote athleticism and sportsmanship among students  
                              | - To encourage and support the development of sports other than basketball and football in Munsang | February 2014 (after Lunar New Year Holiday & excluding 14th February 2014) | HK$1,000          | Submission date: 16th December 2013  
                              |                                                                                   |                | Presentation date: 20th January 2014 |
| 3. Students’ Forum           | - To develop an effective, two-way communication between students and school administrators  
                              | - To provide a platform for students to channel their visions and opinions on school policies to school administrators | 7th-11th April 2014 | HK$300          | Submission date: 10th February 2014  
                              |                                                                                   |                | Presentation date: 17th February 2014 |
| 4. Singing Contest           | - To promote students’ aesthetic development  
                              | - To provide entertainment to students for them to relax after final examination | Heat: 28th-30th April 2014  
                              |                                                      | Final: 8th July 2014 | HK$6,000          | Submission date: 10th February 2014  
                              |                                                                                   |                | Presentation date: 17th February 2014 |
| 5. Other (open to suggestions) | - Open to suggestions                                                      | 7th-23rd May 2014                              | HK$1,000          | Submission date: 3rd March 2014  
                              |                                                                                   |                | Presentation date: 10th March 2014 |
Appendix 2: Suggested proposal template

The proposal of ____________________

1. Details of the organising committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>Class number</th>
<th>Contact number</th>
<th>Email</th>
<th>Position held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Basic information of the activity/ event:
Theme:
Aim:
Date (Heat; Final, Fall-back):
Time:
Venue:
Target participants:
Quota (Heat; Final):

3. Details about enrolment:
Date of enrolment:
Method of enrolment:
Method of announcing enrolment result:

For sports event/ teacher-student tournament:
Date of team captains’ meeting/ briefing
Date of drawing lots/ announcing lots-drawing result

4. Details about promotion:
Promotion date/ period:
Promotion means:
Promotion materials:

5. Material list:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Person-in-charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Table</td>
<td>e.g. 10</td>
<td>e.g. Tom</td>
</tr>
</tbody>
</table>
6. Division of labour:
Sub-committee/helper list (if any)

Preparation work:

<table>
<thead>
<tr>
<th>Detail</th>
<th>OC/helper/Sub-committee</th>
<th>Completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. designing poster</td>
<td>e.g. OC: publicity secretary</td>
<td>01/01/201x</td>
</tr>
</tbody>
</table>

On-day (Heat; Final)

<table>
<thead>
<tr>
<th>Detail</th>
<th>OC/helper/Sub-committee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. usher</td>
<td>e.g. helper: Mary</td>
<td>01/01/201x</td>
</tr>
<tr>
<td>e.g.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. On-day Rundown:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Persons involved/in-charge</th>
</tr>
</thead>
</table>

8. Rules and regulations:

9. Others: