# Students’ Initiatives / Creativity, Activity, Service (CAS)

Responsibility of the Students with New Initiatives



Appendix 1

**Delia Memorial School (Glee Path)**

# Student’s Initiative Proposal Form

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| **GENERAL INFORMATION** |
| ***Club/Team (if applicable):*** |   |
| ***Teacher(s)-in-charge / Teacher Advisor (if applicable):***  |   |
| ***Date/Time/Duration:*** |   |
| ***Venue:*** |   |
| ***Target Students / Teachers:*** |   |
| ***Partnering Organization (if applicable):*** |   |
| ***Name of the Activity / Event:*** |  |
| **DESCRIPTIONS OF THE ACTIVITY / EVENT** |
| ***Objectives:*** |
|  |
| ***Details of the activity/event:*** |
|  |
|  |
| ***Promotion Strategies* (pls Pthe appropriate box(es))*:*** |
| * Posters in School TVs
* Posters and Captions in School Social Media
* Announcement through PA System
* Hanging Banners
* Promotion during 7:30am - 8:00am at School Entrance
* Others (please specify):
 |
| ***Budget (List of Items):*** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Unit Price (HK$)** | **No. of Items** | **Sub-Total (HK$)** |
| Example: Basketballs | HK$200 | 5 | HK$1,000 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Grand-Total (HK$):** |   |

 |
| **Evaluation Method(s) for the Activity / Event (pls Pthe appropriate box(es)):** |
| * Reflections
* Questionnaires to Participants
* Others (please specify):
 |
| ***Proposed by:*** |  |
| ***Date of Submission:*** |  |
| ***Signature of Teacher(s)-in-charge / Teacher Advisor (if applicable):*** |  |
| ***Approved by:***  |   (ECA Master / House-in-Charge / Head of SA / Principal) |
| ***Approval Date:*** |  |

**Points-to-Note:**

* Your completed proposal should pass to one of the following teachers at least one month in advance of the activity / event commences. If not, you may not be authorised to organise it.
	+ - ECA Master (Mr. Hon) or
		- House Master / House Mistress (House L: Mr. Raju / House O: Ms. Rabina / House V: Mr. Joash / House E: Ms. Mo) → House-in-charge (Ms. K) or
		- CAS Coordinator (Ms. Sophie)
* DeliaGP has the final decision on any dispute.