

EXCO Briefing

2025 Edition

Student Leader Role

- Spearhead the Student Council/Club
- Create **non-academic activities** to bring about a holistic student life in SIM
- Create a conducive environment where members bond, serve, develop and grow



Student Development

- Promote Vibrancy
- Supports Holistic Student Life
- Spearhead Leadership and Development
- Council/Club Advisory and Support



Policies and Processes

- Event Guidelines
- User Guidelines (Estates & Facilities)
- Administrative – Documentation/Records/Reporting
- Budgeting, Finance and Book-keeping
- Marketing and Publicity
- PDPA
- Safety



Event Guidelines

Events and activities must not include any form of ragging, intimidation, humiliation or violation of the dignity of the individual.

Participation in activities should be optional; any form of coercion is not allowed.

No rowdy behaviour; noise level should be maintained at a reasonable level at all times.

Examples of **banned** activities include:

- Any form of harassment or undesirable behaviour.
- Individual or group ragging (e.g. shouting or use of abusive language against freshman)
- Acts which may cause physical harm or emotional distress.
- Acts against personal or religious precepts
- Activities that border on occult practices e.g. Ouija board games are banned.
- Activities aimed at testing the physical prowess, level of confidence and “fear factor” of club members or freshman.
- Activities which involve the use of fire and flammable substances.
- The consumption of alcoholic beverages.

House Rules – Booked Facilities in School

- No personal activities are allowed.
- Activities must be official and use for it's intended purpose based on booking request.
- Fully utilized the venue according to the duration booked, e.g. be present at the premise by 8.30am if requested start time is 8.30am on booking request.
- Ensure all chairs and tables in the room are reverted to their original arrangement before leaving the premise.
- Civic-mindedness - maintain cleanliness, maintain noise level, proper disposal of thrash.
- Switch off all lights, pc & projector after use.
- Promptly report to Service Desk for any defects or damage of equipment or facilities.

Events

- Objectives
- Targets
- Programme
- Timeline
- Manpower Planning
- Safety
- Proposal and Budget
- Evaluation
- Administration
- Reporting and Audit



Administration Process

Student Portfolio System(SPS) direct entry – Membership & Competitions

– See guide for updating membership

Each member should ONLY have a **1-year membership** term. If membership exceeds 1 year, exco to terminate the current membership and create another new entry.

Pre-Event

- Event proposals & Funding Approval (via email)
- MySIMApp event creation – Event/Training Attendance taking

Post-Event

- Post event Survey
- Post event report with event photos
- Claims submission (if any)
- Competition results for SPS submission

Finance

- Finance Processes to take note of – Quotation, Purchase Order, Invoice/Receipt, Payment/Claims
- Timeline – 30 day payment term, cyclical payment
- GIRO Account Creation – Direct Credit Authorization Form (DCAF), Bank Statement detailing Full Name, Address and Account Number. Phone Authorization to be done after DCAF submission

Payment MUST only be made AFTER email approval is given

Claims/Reimbursement

Provide relevant documents

1. Student Claim Form
2. Receipt **OR** Invoice + bank statement

*Receipt must be submitted within 3 months from the date indicated inside the receipt

3. If voucher are issued, recipients will have to acknowledge receiving it either via email (compile and email advisor) or signing on the Voucher Acknowledgement Form (collect from advisor)

Estates, Facilities and Logistics

Venues

LTs, Seminar Rooms, Multi Purpose Hall, Multi Purpose Sports Hall, Courtyard, Koi Pond, Student Hub, Tennis Court

Facilities

Sound system, mic, mic stand, projector and screen, tables, chairs, signage stands, Q poles, platform stage

Booking Leadtime

1 – 6 months booking in advance



Marketing and Publicity Guidelines

- Approval on design and content before publishing
- SIM + SDEV + council/club logo
- Do not use copyright designs/images/contents
- * Check T&C, ensure materials copied from online sites free for use; no permission for use required
- Appropriate contents, e.g. no graphic contents/themes, discrimination



PDPA

Key principles

- Why
- What
- How
- Who

How to ensure compliance

- Notice of photo and video taking before commencement of event
- Share info with authorized personnel only
- Collect and share info on safe and secured manner (e.g. do not use Google forms, password protect file, do not reflect/display contact/email/info openly where everyone can view)

Safety

- First Aid coverage – First Aid, CPR + AED Training
- Risk Assessment
- Par Q
- Safety Workshop



SCREENING

The Physical Activity Readiness Questionnaire (PAR-Q)

is designed to help you assess your level of readiness for physical activity. It is simple and it only takes a fraction of your time to complete.

Regular physical activity is fun and healthy. Increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctors before they start becoming more physically active.

If you are planning to become more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are above 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

- | YES | NO |
|--|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor? | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| Do you feel pain in your chest when you do physical activity? | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity? | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| Do you lose your balance because of dizziness or do you ever lose consciousness? | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know of any other reason why you should not do physical activity? | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart conditions? | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| In the past month, have you had chest pain when you were not doing physical activity? | |

If you answered YES to one or more questions:

Consult your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want – as long as you start slowly and build up gradually. Or you may need to restrict your activities to those which are safe for you. Consult your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programmes are safe and helpful for you.



Personal Safety

- Listen to your body. Know when to stop, bearing in mind that not all of us have the same level of physical abilities.
- Have adequate rest and water before you exercise.
- Warm up before exercising and cool down after the activity.
- Wear attire that is appropriate for the sports.
- Do not overlook safety gear. If unsure, please check with the relevant people.

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure to:

- Start becoming much more physically active. Starting slowly and building up gradually is the safest and easiest way to go.
- Take part in a fitness appraisal. This is excellent for determining your basic fitness so as to plan the best way to live actively. Evaluating your blood pressure is also strongly recommended. For readings above 144/94, consult your doctor before you become more physically active.

Delay becoming much more active:

- If you are not feeling well because of a temporary illness such as a cold or a fever – wait until you feel better, or;
- If you are or may be pregnant – consult your doctor before you start becoming more active.

Please note:
If you answered Yes to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

Download PAR-Q in Chinese, English, Malay or Tamil from www.ssc.gov.sg. For more information, please call 6500 5431.
Source: Canadian Society for Exercise Physiology