Fifth Row Performance Appraisal

Date of evaluation: **Staff Advisor:**

Student organisation:

S/N	Activity	IG to maintain as IG or to promote to PC	PC to maintain as PC or to promote to OC	OC to maintain as OC
A	**Administration**			
	Guidelines and Regulations			
1	Comply and abide by all University policies including the rules and regulations governing student activities and applicable Singapore laws	√	√	√
2	Plan and supervise their activities/programmes subject to appropriate approvals (including EPF, posters, etc)	√	√	√
3	Keep faculty/staff advisors informed of their activities/programmes	√	√	√
4	Have at least 10 matriculated undergraduate members	√	√	√
5	Respond to email promptly	√	√ (Club email)	√ (Club email)
6	Disclose any external affiliations	√	√	√
	Documentation			
7	Maintain up-to-date and accurate records – information on office bearers, advisors, members and constitution with OSL and Root-SI	√	√	√
8	Online declarations of conflict of interest (Jan)	√	√	√
9	Data for the update of the members' 5th row certificate (Apr, Jul, Nov)	√	√	√
	General Briefing & Training			
11	Safety briefing session conducted by EHS for incoming Presidents, Vice Presidents & Safety Officers (Dec)	√	√	√
12	Fifth Row Forum for Presidents and Vice-Presidents (Apr, Jul & Nov)	optional	√	√
B	**Financial Management**			
1	Display financial sustainability	√	√	√
2	Meet all financial deadlines and complete financial paperwork in accordance to policy	if applicable	if applicable	√

3	Financial Briefing for Presidents & Treasurers (Apr & Nov)	if applicable	if applicable	√
4	Submit Transaction Registers (Jan)	if applicable	if applicable	√
C	**Handover**			
1	Attend HOTO Briefing for Presidents and Vice-Presidents (Nov)	NA	√	√
2	Submit HOTO forms and Club Inventory list (Jan)	NA	√	√
D	**Annual Meeting**			
1	Attend Annual Meeting with OSL (Jan)	√	NA	NA
E	**Pulse Check**			
1	Attend Pulse check (Jan)	NA	√	√
2	Submit documents (Annual Report, Work Plan, Budget Plan) in Dec before Pulse Check	NA	√	√
F	**Cluster-Specific**			
	For all clusters			
	Participate in 1 or more cluster-wide activity per year. Example: 5th Row Showcase, Night Fest, Valentine's Day	NA	√	√
	Participate in 1 or more cluster-wide activity per semester (Sem 3 and Sem 1 only). Example: 5th Row Showcase, Night Fest, Valentine's Day	NA	NA	√
	Performing Arts			
	Perform at 1 or more university event per year. Example: 5th Row Showcase, Open House, lunchtime perf.	NA	√	√
	Perform at 1 or more university event per semester (Sem 3 and Sem 1 only). Example: 5th Row Showcase, Open House, lunchtime perf.	NA	NA	√
	Organise more than 1 event that is open to non-members or involves community service per semester (Sem 3 and Sem 1 only)	NA	NA	√
	Community Service			
	Organise 1 or more community service per year	NA	√	√
	Organise 1 or more community service per semester (Sem 3 and Sem 1 only)	NA	NA	√

	Makers, Visual Arts			
	Organise 1 or more projects per year	NA	√	√
	Organise 3 or more projects per year	NA	NA	√
	Organise more than 1 event that is open to non-members per year, and submit EPF accordingly	NA	√	√
	Organise more than 1 event that is open to non-members per semester, and submit EPF accordingly (Sem 3 and Sem 1 only)	NA	NA	√
	Culture, Social			
	Organise 1 or more event that is open to non-members per year, and submit EPF accordingly	NA	√	√
	Organise 1 or more event that is open to non-members per semester, and submit EPF accordingly (Sem 3 and Sem 1 only)	NA	NA	√
	Religious			
	Submit EPF and Poster Application Form for all events	√	√	√

Evaluation by Staff Advisor:

Legend:
IG: Interest Group
PC: Probationary Club
OC: Official Club

Checklist