**ACTIVITY PROPOSAL**

**[EVENT NAME HERE]**

**LOG ID:**

|  |  |  |
| --- | --- | --- |
| ORGANISED BY | **:** | [YOUR CLUB or SOCIETY NAME] |
| DATE | **:** |  |
| TIME | **:** |  |
| VENUE | **:** |  |

**IMPORTANT**

Proposal submitted after the event is held will **NOT** be considered.

1. All proposals must be submitted at least **2 weeks** before the event.
2. Booking of INTIMA/SAO Assets (ie: soft board) will be approved **AFTER** the submission of proposal whereby **an event log ID will be issued.**
3. When planning your budget, please consult the INTIMA Treasurers before doing so.

* Take note that your **PROPOSED BUDGET** must be **EQUAL** to **TOTAL REVENUE.**
* Subsidies are governed by the **SUBSIDY GUIDELINES** as issued by INTIMA.

1. Please write the descriptions in a detailed manner as more attention will be paid to it.
2. Any case of FRAUD committed by the organizers will result in actions taken against the club/society.

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| ORGANIZING CHAIRPERSON | | | | |
| NAME | **PROGRAM** | **SEM** | **TEL. NO.** | **EMAIL** |
|  |  |  |  |  |

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| VICE ORGANIZING CHAIRPERSON | | | | |
| NAME | **PROGRAM** | **SEM** | **TEL. NO.** | **EMAIL** |
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------------------------------------------------- **FOR OFFICE USE** -------------------------------------------------

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| RECEIVED BY:   |  | | --- | |  | |  |
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SUBMITTED BY:

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RECEIVED DATE:

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| DESCRIPTION |
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* ***Please ensure that a thorough description of the event is provided for clearer understanding by INTIMA officials. Minimum word limits is 100 words.***

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| **ESTIMATED PARTICIPANTS** |  |

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| ACTIVITY TIMELINE | | |
| DATE | **TIME** | **ACTIVITY** |
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| PROPOSED BUDGET | | | | | |
| EXPENSES | | | | | |
| NO | **ITEMS** | **QUANTITY** | **UNIT PRICE** | **SUBTOTAL** | **TOTAL (RM)** |
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|  |  |  |  | **TOTAL** |  |

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| --- | --- | --- | --- |
| REVENUE | | | |
| SOURCE | **QUANTITY** | **UNIT PRICE** | **TOTAL (RM)** |
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|  |  | **TOTAL** |  |

----------------------------------------------- **FOR INTIMA TREASURERS USE** --------------------------------------------

\*TOTAL amount to be subsidised by INTIMA:

|  |
| --- |
|  |

No subsidy needed

|  |  |
| --- | --- |
|  | ACKNOWLEDGE BY,  [Club Treasurer]  **CLUB’S TREASURER** |

|  |  |  |
| --- | --- | --- |
| PREPARED BY, |  | APPROVED BY, |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ORGANIZING CHAIRPERSON’S NAME]  **ORGANIZING CHAIRPERSON** |  | [CLUB CHAIRPERSON’S NAME]  **CLUB CHAIRPERSON** |
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| --- | --- |
| INTIMA APPROVAL | |
| APPROVED BY,  HEW YEE EAN (SAMMY)  VICE PRESIDENT OF ACTIVITIES  22ND INTIMA STUDENT GOVERNMENT  DATE: | APPROVED BY,  DAMIAN NGANG LOH FATT CHIONG/  HEAH KAI PEI  TREASURER  22ND INTIMA STUDENT GOVERNMENT  DATE: |
| REMARKS: | REMARKS: |

|  |  |
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| STUDENT AFFAIRS OFFICE APPROVAL/RECOMMENDATION | |
| APPROVED BY,  NAME: \_\_\_\_\_\_\_\_\_\_\_\_  OFFICER IN-CHARGE  STUDENT AFFAIRS OFFICE | APPROVED BY,  MR. ALAND LIBAU  MANAGER OF STUDENT AFFAIRS OFFICE |
| REMARKS: | REMARKS: |