

GUIDE TO WRITING A PAPERWORK

1.0 Title of paperwork

The title should be clear and describe the goals / objectives of the program.

2.0 Purpose

State clearly the purpose of the paper provided either;

- Approval / notification / Discussion / Others
- For whom it is presented

3.0 Objective

State the objectives / goals to be achieved

- Expressed by priority (maximum 5)

4.0 Project Information

- Date / Day
- Time
- Location
- Cooperation / assistance from any party
- Theme

5.0 Participation

State the target group that will participate in this program whether higher education students, staff, school students, the general public or others.

6.0 Executive Committee / Organizer

- Organisation chart
- Organizational Structure (complete with full name, student number and position)
- Roles and Duties of Committee Members

7.0 Program schedule

- State the detailed program tentative from the beginning to the end of the program including the Opening and Closing events by including detailed information, Officers and Positions, Speakers, Titles of lecture and others.

8.0 Support

Must be submitted in advance to the Dean / Principal / Advisor / YDP MPP

- whichever is applicable for the purpose of comment / provide views and support