**

**Approval/remarks from:**

##### Proposal for Club Activity

Proposal must be submitted 1 month in advance for local events, and 5 months in advance for overseas events. **NO** retrospective approval will be given.

Please attach the following with the Proposal:

Programme/activities/games & forfeits to be carried out (if applicable)

Budget form

Risk Assessment form

Others such as 3 quotes, equipment list, where applicable

Senior Manager

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Submission: | | | | Endorsement/remarks from Club Officer/Manager: | | |
| Club(s): Apple Developers Society | | | |
| SA Officer-in-charge: Mr Soh Yong Sheng | | | |
| **A** | **Proposed Activity** | | | | | |
| 1 | Name of Activity: | | | | | |
| 2 | Activity Date(s): | | | | Time: | |
| 3 | Venue: | | | | | Overnight: |
| 4 | Target Audience: | | | | | |
| 5 | Objective(s): | | | | | |
| **B** | **Contact Information of People Involved Including Club President, Organising Committee and Group Leaders** | | | | | |
| No. of People in Organising Committee: | | | | | No. of Helpers: 0 | No. of Participants: 100 |
| **Position** | |  | **Name** | | **Admin. Number** | **Contact Number** |
| Event Chairperson  Event Vice Chairperson | |  |  | |  |  |
|  | |  |  | |  |  |
| Publicity IC | |  |  | |  |  |
| Admin IC | |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | **Contact Information of First Aiders Involved** | | | | |
| *Note: please draw first aid kits from Officer before the event* | | Name of First Aiders | | Admin. Number | Contact Number |
|  | |  |  |
| Important notes:   1. Proposals must be submitted even if no funding is required or if funding is supported by another School/Department. 2. Indemnity forms, where applicable, must be submitted to SA one week before the event. 3. CCA points (and Letter of Absence, if applicable) will only be given to students for SA approved activity. 4. Financial matters such as settlement and reimbursement must be submitted within two weeks from the event. 5. Please follow the appended procedure in event of incident/accident:     I declare that I have read, understood and will abide by all rules and regulations, as well as safety procedures governing the execution of the approved activity.  I acknowledge that any lapse will result in disciplinary action being taken against the club, which includes, but is not limited to community service orders and at the extreme, suspension or closure of the club indefinitely. | | | | | |
| -----------------------------------------------------  Signature of Event Chairperson  Name: | | | -----------------------------------------------------  Club Stamp (if any) | | |
| -----------------------------------------------------  Signature of Event Vice Chairperson  Name: | | | -----------------------------------------------------  Signature of Club Treasurer  Name: | | |
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