|  |  |  |
| --- | --- | --- |
| **Program Name:** |  | |
| **Date:** |  | |
| **Club / Subject:** |  | |
| **Location:** |  | |
| **No. of Committees**: | **Total:** |  |
| **Bachelor:** |  |
| **Diploma:** |  |
| **Level (√)** |  Campus  University  National  International | |
| **Domain (√ one only)** | Spiritual Physical  Intellectual Career  Emotional  Social | |

ACTIVITY SUMMARY

|  |  |
| --- | --- |
| **Date** | **Brief summary of the activity** |
|  |  |

FINANCIAL REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Details/Item | Quantity | Price/item (RM) | Total (RM) | Budget from |
| 1 | Committee Meals |  |  |  | SAF |
| 2 | Prizes |  |  |  |
| 3 | Stationary |  |  |  |
| 4 | Decoration |  |  |  |
| 5 | Canopy |  |  |  | MIIT |
| 6 | PA System |  |  |  | Sponsorship |

|  |  |  |
| --- | --- | --- |
| **Total budget proposed** | | **Total (RM)** |
| Budget request from | SAF |  |
| Sponsorship |  |
| UniKL MIIT |  |
| Grand Total | |  |

PROGRAM TENTATIVE

|  |  |  |
| --- | --- | --- |
| **DATE** | **TIME** | **ACTIVITY** |
|  |  |  |
|  |  |
|  |  |
|  |  |

LIST OF COMMITTEE MEMBERS

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **NAME** | **ID NUMBER** | **POSITION** |
| 1 |  |  | PROGRAM DIRECTOR |
| 2 |  |  | VICE PROGRAM DIRECTOR |
| 3 |  |  | VICE PROGRAM DIRECTOR |
| 4 |  |  | SECRETARY |
| 5 |  |  | COMMITTEE |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

APPENDIX (PHOTOS)

|  |  |
| --- | --- |
|  |  |
| Figure 1 : Opening Ceremony | Figure 2 : Performance |
|  |  |
| Figure 3 : Activity | Figure 4 : Closing Ceremony |

|  |  |
| --- | --- |
| **Prepared by:** | **Verified by:** |
| (Signature) | (Signature) |
| NAME  Post  ??? Club / Subject | **NAME**  Advisor / Lecturer  ??? Club / Subject |

***\*Please upload the activity report into GHOCS system within 2 weeks after the activity been conducted.***