



SNGS Student-Initiated VIA Project Proposal Form

Overview: Student-initiated VIA projects encourage students to take ownership of their community contributions by applying empathy, creativity, and leadership to create meaningful Service Learning (SL) projects that align with:

1. The School Mission and Vision
2. The principles of [Catholic Social Teaching \(CST\)](#)

Our Mission 办校宗旨

The mission of CHI St Nicholas Girls' School is the creation of a Christ-centred school community where all work together for the promotion of truth, justice, freedom, and love, with special reference to the needs of persons who are disadvantaged in any way.

The social teaching of the Church is a call to live out the Gospel's call to love and serve one another in the context of modern social challenges. It is about God's call to us to "Love one another as I have loved you" and serves as a moral framework for promoting the common good, respecting human rights, and fostering a more just and caring society.

3. Relevant [United Nations Sustainable Development Goals \(UN SDGs\)](#)

Instructions: Please download and email a softcopy of this proposal in **PDF format** at least 3 weeks before the intended start date of your project to the VIA Committee at sngsvia@gmail.com with the following file naming convention: [Organisation_Project Title_Class] e.g. KidSTART_Brightfutures. If you have any questions, please email Ms Clara Khoo, Teacher IC of the VIA Committee at sngsvia@gmail.com.

Project Title:	
Sector/Organisation: <i>e.g. Children from low-income families/KidSTART</i>	
Date/duration (Estimated): <i>Suggested duration should be between 1-3 months</i> Start date (DD/MM/YY): End date (DD/MM/YY):	
Proposed activity location(s):	
Empathise: Understanding Community Needs *Fundraising projects are strongly discouraged	
Who do you seek to serve? Describe the target	



beneficiaries of your project (e.g., children, elderly, marginalised groups.)	
What are the primary concerns and needs of the people you seek to serve? - Identify specific challenges or needs faced by this group. - How do you know these are their concerns? (Based on evidence, observations, research.)	
Define: Articulating the Problem	
What is the key problem or challenge? Clearly state the problem your project aims to address.	
Why was this problem chosen? Explain the importance of solving this problem and its relevance to your chosen beneficiaries.	
Ideate: Generating Solutions	
Brainstorm and outline 3–6 possible solutions to the identified problem.	



Prototype: Developing and Planning Your Solution

Implementation Plan:

Provide a step-by-step description of how you will implement your chosen solution (e.g., Programme, Timeline).

What resources will your group need?

List the materials, support, or funding* required for your project.

**There is a VIA Seed Fund for purchase of resources. Pls check with the VIA TIC.*

Team Roles and Responsibilities:

Name:	Class:	Role/Responsibilities:
Name:	Class:	Role/Responsibilities:
Name:	Class:	Role/Responsibilities:
Name:	Class:	Role/Responsibilities:
Name:	Class:	Role/Responsibilities:
Name:	Class:	Role/Responsibilities:
Name:	Class:	Role/Responsibilities:



Refer to the table below for the descriptors of each role:


Role	Summary	Examples of Responsibilities
Chair	Oversees the entire project, ensures alignment with objectives, and leads the team.	<ul style="list-style-type: none">- Sets overall direction and timelines.- Conducts team meetings and tracks progress.- Main POC with VIA Teacher IC and external organisation.- To have oversight of the entire project.
Vice-Chair	Supports the Chair and takes over responsibilities in their absence.	<ul style="list-style-type: none">- Assists Chair in coordinating tasks.- Ensures deadlines are kept to.- 2nd POC with VIA Teacher IC and external organisation.
Publicity IC	Manages the outreach and promotion of the project.	<ul style="list-style-type: none">- Designs posters and social media posts.- Creates a communication plan.
Logistics IC	Handles the planning, preparation, and availability of materials and resources.	<ul style="list-style-type: none">- Prepares lists of required materials.- Procures or arranges for necessary equipment or spaces.- Ensures smooth operation during the event.
Comms IC	Acts as the main point of contact between the team, external organizations, and beneficiaries.	<ul style="list-style-type: none">- Sends emails and updates to external partners.- Coordinates meeting schedules.- Maintains clear communication records with beneficiaries i.e. keep Chair and/or Vice-Chair in the loop.
Treasurer/ Resource IC	Manages project finances and oversees resource allocation.	<ul style="list-style-type: none">- Prepares the project budget and tracks expenses.- Ensures transparency in fund usage.- Requests for funding, if necessary.

Test: Alignment & Feedback

Alignment with Principles

- Which principles of Catholic Social Teaching (CST) does your project reflect?



<ul style="list-style-type: none">Which UN SDGs does your project contribute to?	<p style="text-align: center;">SUSTAINABLE DEVELOPMENT GOALS</p> 
<p>Feedback:</p> <ul style="list-style-type: none">How will you gather feedback during or after? (e.g., surveys, interviews, or direct observation of impact.)How will you assess the success of your project?	



Comments (by Teacher-in-Charge/VIA Teacher Mentor):

Approved / Not Approved*

- Signature of Teacher-in-Charge: _____
- Name of Teacher: _____
- Date: _____

**Result of submission will be known approx. 2 weeks after the form has been submitted.*