# [NAME OF RVP] AY19/20

1-2 lines description of RVP (This should be the essence of what your RVP does and reusable within the next 5 years).

## OBJECTIVES

* 1. Elaborate on at least 2 objectives

## VOLUNTEERS

* 1. Committee Members (add or omit any roles whenever applicable; insert new line for every role)

Chairperson (External/Internal) Name

Vice-Chairperson Name

Secretary Name

Treasurer Name

Programmes Head Name

Publicity Head Name

Volunteer Management Head Name

Volunteer Welfare Head Name

Logistics Head Name

Marketing Head Name

* 1. Volunteers (as of end of project)

Average number of volunteers: (To count, use this formula: total number of volunteers/ number of regular visits. E.g: Visit 1 has 6 volunteers, Visit 2 has 5 volunteers, Visit 3 has 7 volunteers. Total 3 visits. Average members will be (6+5+7)/3 =6)

Volunteers with more than 50% attendance: (E.g: Total number of visits is 10. 50% will be 5. So the number of volunteers here will be volunteers with more than 5 visits)

Volunteers with more than 75% attendance: (As per 50% but now, this is 70%)

## PROGRAMME OVERVIEW

* 1. Regular Visits: [How many visits during the duration of the project]
  2. Special Events[[1]](#footnote-1):

## FINANCIAL STATEMENTS

|  |  |
| --- | --- |
| Total Amount Allocated |  |
| Total Amount Spent |  |
|  |  |
| **Breakdown of expenses** | |
| Name of Event | $xx.xx |
| Name of Event | $xx.xx |

## PROGRAMME DEVELOPMENTS[[2]](#footnote-2)

You may want to include new initiatives or programmes that you wanted to explore but did not have the chance to due to Covid19. e.g. Improved administration, increased bonding activities amongst volunteers and beneficiaries.

* 1. Development 1
  2. Development 2

## SUGGESTION FOR FUTURE DEVELOPMENTS

Indicate the goals and aims that you hope subsequent committees can lead the RVP towards.

* 1. Suggestion 1
  2. Suggestion 2

Reported by:

Name (Mr./Ms.) & Name (Mr./Ms.)

Chairperson & Vice-Chairperson

[Name of RVP Committee] AY19/20

NUS Students’ Community Service Club

A Constituent Club of NUS Students’ Union

Part of the NUS Volunteer Network

1. Only include special events planned solely by the RVP. Events not planned but only assisted by the RVP volunteers should not be included here. However, events planned by RVP and sponsored by companies will be included. [↑](#footnote-ref-1)
2. Only include new initiatives and new collaborations of the year during your term. If previous term has that collaboration and during your term, the collaboration continued but on greater scale or on a different matter, do include too. [↑](#footnote-ref-2)