

Club Name

Proposal for Year 201X

1.0 Objectives

2.0 Proposed Events for Semester 1, 201X

2.1 Welcoming Party

EVENT DETAILS	Date: Time: Venue:
EVENT OBJECTIVES	- -
SCALE OF ACTIVITY	<i>(Numbers of participants)</i>

2.2 Competition (example)

EVENT DETAILS	Date: Time: Venue:
EVENT OBJECTIVES	- -
SCALE OF ACTIVITY	<i>(Numbers of participants)</i>

Does the club needs block booking for classroom? Please circle: YES / NO

If Yes, Please fill in the following detail:

Day: _____ Time: _____ Venue: _____

Does the club needs to book for Bus? Please circle: YES / NO

If Yes, Please fill in the following detail:

Day: _____ Time: _____ Destination: _____

3.0 Proposed Events for Semester 2, 201X

3.1 Welcoming Party

EVENT DETAILS	Date: Time: Venue:
EVENT OBJECTIVES	- -
SCALE OF ACTIVITY	<i>(Numbers of participants)</i>

3.2 Competition (example)

EVENT DETAILS	Date: Time: Venue:
EVENT OBJECTIVES	- -
SCALE OF ACTIVITY	<i>(Number of participants)</i>

Does the club need blocks booking for classroom? Please circle: YES / NO

If Yes, Please fill in the following detail:

Day: _____ Time: _____ Venue: _____

Does the clubs needs to book for Bus? Please circle: YES / NO

If Yes, Please fill in the following detail:

Day: _____ Time: _____ Destination: _____

4.0 Past Year Events List

(It is compulsory to list all the past year events of the club, if there's any)

5.0 Proposed Budget *(for the club's event only)*

Club Name:

Month:

Event:

Received On:

Date and Venue:

Scale of Activity:

Objectives of Activity:

a)

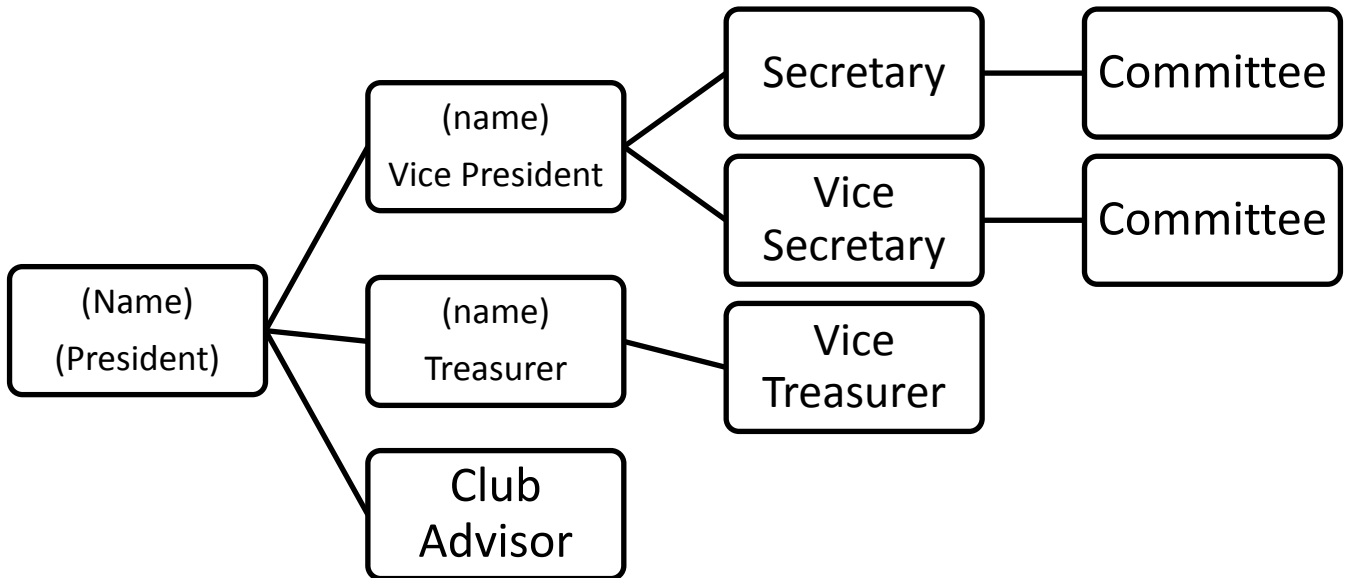
b)

	RM	RM
Income		
Nil		Nil
Expenses		
(Items)		
Net Profit / (Deficit)		

Remarks:

Please Kindly **lists down** the item of expenses that you require the student council to subsidy.

6.0 Organization Structure of Year 201X



Contact Details for each committee:

Name	Contact Number	E- mail

7.0 All Current Members' Name list (with student ID)

No.	Name	Student ID

8.0 Notes

- 8.1 An official welcoming party letters will need to be submitted to the Student Council office before the event is being held.
- 8.2 All clubs will need to inform the activity sub-council prior opening of the club's booth in campus. Or else the booth will be shut down at once.
The maximum duration for booth opening is two weeks time.
- 8.3 Student Council reserves all rights

****A SMS is required** to be sent to the respective activity sub-council one day before any club's event for notification purpose.

****This document has to be sent to respective Activity sub-council in Hardcopy.**

****The event proposal format is strictly adhered.** Any proposal that is not following the format will not be entertain. However, extra information is encouraged to add in.