R-001/F/CKYC

**Part I: Information of the Activity**

|  |  |
| --- | --- |
| **Name of the activity****(Both Chi & Eng)** |  　 |
| **Person-in-charge****(Chi & Eng full name)** |  | **Contact (email & phone)** |   |
| **Supervisor** | ☐ Dr. Qi Yaning ☐ Dr. Li Wai Chung ☐ Mr. Lantz Wu | **Other co-organizers / helpers****(Chi & Eng full name)** |   |
| **Total expenses Approved (MOP)** |  | **Promotion method****(Wechat, poster etc.)** |  |
| **Registered number of participants** |  | **Actual number of participants** |  |
| **Competencies related**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible Citizenship | Global Competitiveness | Knowledge Integration | Teamwork and Collaboration | Service and Leadership | Cultural Engagement | Healthy Lifestyle |
|[ ] [ ] [ ] [ ] [ ] [ ] [ ]

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**Part II: Activity Photos**

Please submit the photo files titled as “Photo 1\_(full name of the photographer)”

By submitting the photos here, the College has the right to use them for University and College promotion.

|  |  |  |
| --- | --- | --- |
| **Photo** | **Description (Both Chi & Eng)**  | **Remarks**  |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**Part III: News Writing**

Please prepare a piece of news (English and Chinese, at least 150 words for both) for the activity below:

|  |
| --- |
| (Chinese version) |

|  |
| --- |
| (English version) |

**Part IV: Activity Poster**

Please insert the image of the activity poster here:

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| --- |
|   |

**Part V: Activity Evaluation and Review**

5.1 How can the activity be improved?

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| --- |
|   |

5.2 Would you recommend similar activities to be organized in the future? Why / Why not?

|  |
| --- |
|   |

**Part VI: Attendance (including both activity organizers and participants)**

Please submit the attendance by paper, or fill in the attendance list below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Full name in Chinese** | **Full name in English**  | **Student ID**  | **Remarks** |
| 1 |  |  |  |  |
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| 20 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 活動負責人簽名Signature of Person-in-Charge |  | 活動指導人簽名Signature of Supervisor |  | 日期Date |