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 | |  |  |  |  |  |  |  | | | | |

**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:

|  |
| --- |
|  |

**Part V: Activity Evaluation and Review**

5.1 How can the activity be improved?

|  |
| --- |
|  |

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 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 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 |