

Hang Seng School of Commerce
Extra-curricular Activities
Year Plan of ECA group 2009-2010

Name of the SIG/ School team: _____ Teacher-in-charge: _____

Day and time of meeting: _____ Venue: _____

Please circle the dates of your meetings and write down the activities planned by your committee members.

- Remark: - “☐” indicates non-school day
 - “#” indicates general staff meeting
 - “*” special event, e.g. swimming gala, athletic meet

Week no.	Week no.	Date					Activities Planned (State the details)
PAD/AD	F.6 / F.7	M	T	W	T	F	
5	5	Sep 28	29	30	1	2	ECA (1st Term) Activities Begin
6	6	Oct 5	6	7	8	9	
		Oct 9, 2009 (Friday)					Deadline to hand in reports to advisor.
7	7	Oct 12	13	14	15	16	
8	8	Oct 19	20	21	22#	23	
9	9	Oct 26	27	28	29	30	
10	10	Nov 2	3	4	5	6	
11	11	Nov 9	10	11	12	13	
12	12	Nov 16	17	18	19	20	

13	13	Nov 23 24 25 26 27	
14	14	Dec 30 1 2 3 4	
		Dec 4, 2009 (Friday)	ECA (1st term) Activities End
		Dec 11, 2009 (Friday)	Chairpersons of the ECA groups have to prepare a mid-year report on the following aspects: 1. Confirmed member list of your club; 2. Financial report (the 1 st term) and the balance carried forward to the second term. Deadline to hand in the reports to advisor.

3	2	Feb 1 2 3 4 5	ECA (2nd Term) Activities Begin
4	3	Feb 22 23 24 25# 26	
5	4	Mar 1 2 3 4 5	
6	5	Mar 8 9 10 11 12	
7	6	Mar 15 16 17 18 19	
8	7	Mar 22 23 24 25 26	
9	9	Apr 12 13 14 15 16	
10	10	Apr 19 20 21 22 23	
11	11	Apr 26 27 28 29# 30	

12	12	May 3 4 5 6 7	
		May 7, 2010 (Friday)	ECA (2nd Term) Activities End
		May 14, 2010 (Friday)	Chairpersons of the ECA groups have to prepare year-end reports and the details will be announced later.

- Each club or team is required to hold **one activity** for all students in this school year. (eg. exhibition, competition, course, seminar, introductory activity etc.)

Prepared by the chairperson: _____ Class: _____

Approved by the teacher-in-charge : _____

Date: _____

Note :

1. Each group should arrange **not less than 7 meetings** in each term.
2. Chinese Department have arranged some activities on the following days, members of the relevant classes may be affected on those days.
(班際中文常識問答比賽 : 20 /10, 3 /11, 7 /11, 1 /12, 23/ 2, 23/3)
(News Drama Competition: 30/4)
3. **Activities planned to be held in the hall** should inform Miss Ice Kwok for better coordination with the School teams.