# Students’ Initiatives / Creativity, Activity, Service (CAS)

Responsibility of the Students with New Initiatives

Diagram

Description automatically generated

Appendix 1

**Delia Memorial School (Glee Path)**

# Student’s Initiative Proposal Form

**A picture containing umbrella

Description automatically generated**

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| ***Club/Team (if applicable):*** |  |
| ***Teacher(s)-in-charge / Teacher Advisor (if applicable):*** |  |
| ***Date/Time/Duration:*** |  |
| ***Venue:*** |  |
| ***Target Students / Teachers:*** |  |
| ***Partnering Organization (if applicable):*** |  |
| ***Name of the Activity / Event:*** |  |
| **DESCRIPTIONS OF THE ACTIVITY / EVENT** | |
| ***Objectives:*** | |
|  | |
| ***Details of the activity/event:*** | |
|  | |
|  | |
| ***Promotion Strategies* (pls ✓the appropriate box(es))*:*** | |
| * Posters in School TVs * Posters and Captions in School Social Media * Announcement through PA System * Hanging Banners * Promotion during 7:30am - 8:00am at School Entrance * Others (please specify): | |
| ***Budget (List of Items):*** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Unit Price (HK$)** | **No. of Items** | **Sub-Total (HK$)** | | Example: Basketballs | HK$200 | 5 | HK$1,000 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  | **Grand-Total (HK$):** |  | | |
| **Evaluation Method(s) for the Activity / Event (pls ✓the appropriate box(es)):** | |
| * Reflections * Questionnaires to Participants * Others (please specify): | |
| ***Proposed by:*** |  |
| ***Date of Submission:*** |  |
| ***Signature of Teacher(s)-in-charge / Teacher Advisor (if applicable):*** |  |
| ***Approved by:*** | (ECA Master / House-in-Charge / Head of SA / Principal) |
| ***Approval Date:*** |  |

**Points-to-Note:**

* Your completed proposal should pass to one of the following teachers at least one month in advance of the activity / event commences. If not, you may not be authorised to organise it.
  + - ECA Master (Mr. Hon) or
    - House Master / House Mistress (House L: Ms. LCLC / House O: Mr. CSY / House V: Mr. WHW / House E: Mr. AYCL) → House-in-charge (Ms. K) or
    - CAS Coordinator (Ms. Lau)
* DeliaGP has the final decision on any dispute.