**1.0 PROGRAM INTRODUCTION**

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**2.0 PROGRAM BACKGROUND**

2.1 Date / Day :

2.2 Time :

2.3 Venue :

2.4 Theme :

2.5 Program Officiator (If Any) :

Name:

Designation:

Organization:

2.6 Program Closer (If Any) :

Name:

Designation:

Organization:

2.7 Nbr of Participants: (Male \_\_\_ & Female \_\_\_)

2.8 Speaker (If Any):

Name:

Designation:

Department:

Mobile Telephone Nbr:

2.9 Details of Advisor/Escort Officer (If Any):

Name:

Designation:

Department:

Mobile Telephone Nbr:

**3.0 IMPLEMENTATION METHOD**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 4.0 EVALUATION

3.1 Feedback from participants

* 1. Feedback from external party (if relevant)

# 5.0 ACTIVITY ACHIEVEMENT

(Please state the outcome achieved from this activity in comparison to the programme outcome)

# 6.0 DEVELOPMENT / ISSUES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**7.0 RECOMMENDATION**

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**8.0 FINANCIAL REPORT**

8.1 Expenses details ***(please include original receipt / documents verified by shop / party that provide service)***

* *If receipt does not have the shop’s official receipt, student must state a few items in the said receipt as stated below:*

1. *Name of Seller*
2. *Sellers ID Card Nbr*
3. *Sellers Address*
4. *Sellers signature*

8.2 Profit/balance obtained.

Example:

**PROGRAM FINANCIAL REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **INCOME** | | | | **RM** |
|  |  | | | |  |
|  | 1.1 | | Participants fee (RM ……….. x ………pax) | | XXXX.XX |
|  | 1.2 | | Provision for University/INTEC/HEPA | | XXXX.XX |
|  | 1.3 | | Sponsorship (list down) | | XXXX.XX |
|  | 1.4  1.5 | | Provision for Faculty  Association Fund | | XXXX.XX |
|  | 1.6 | | Others | |  |
|  |  | |  | |  |
|  |  | | **TOTAL INCOME** | | **XXXX.XX** |
|  |  | |  | |  |
|  |  | | | |  |
| **2.** | **EXPENSES (Please state invoice nbr)** | | | |  |
|  |  | | | |  |
|  | 2.1 | Administration | | |  |
|  |  |  | | |  |
|  |  | (i) | | Publication (souvenir books, invitation card, pamphlets, etc)  (RM \_\_\_\_ X \_\_\_ unit) | XXXX.XX |
|  |  | (ii) | | Postal matters | XXXX.XX |
|  |  | (iii) | | Telephone/facsimile | XXXX.XX |
|  |  |  | |  |  |
|  | 2.2 | Logistics | | |  |
|  |  |  | |  | **TOTAL MUST BE EQUAL** |
|  |  | (i) | | Accommodation (RM ……… x ………. pax)-  **Invoice Nbr** | XXXX.XX |
|  |  | (ii) | | Transportation (RM ……….. x ……….. day) | XXXX.XX |
|  |  | (iii) | | Toll payment | XXX.XX |
|  |  | (iv) | | Rental of hall, public address system, etc-  **Invoice Nbr** | XXXX.XX |
|  |  |  | |  |  |
|  | 2.3 | Souvenirs- **Invoice Nbr** | | |  |
|  |  | (i) | | Souvenirs for officiator/speaker/panel members  (RM \_\_\_\_ X \_\_\_ unit) | XXXX.XX |
|  |  | (ii) | | Honorarium for speaker/panel members | XXXX.XX |
|  |  |  | | RM \_\_\_\_ X \_\_\_ unit) |  |
|  | 2.4 | Publicity | | |  |
|  |  | (Banner, backdrop, poster) / Size  (RM ……… x ……….. unit) | | | XXXX.XX |
|  |  |  | |  |  |
|  |  | **TOTAL EXPENDITURE** | | | **XXXX.XX** |

* *Only record down expenses made.*

1. **CLOSING**

8.1 Summary of activities.

8.2 Appreciation speech to all parties involved.

Prepared by, Verified by,

............................................... ...................................................

**(FULL NAME) (FULL NAME)**

Programme Director, President,

Club Name Session 200\_/ 200\_, Club Name Session 200\_/ 200\_,

Universiti Sultan Zainal Abidin Universiti Sultan Zainal Abidin

Matrix Nbr Matrix Nbr

Telephone Nbr Telephone Nbr