**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 |
|  | 1.41.5 | 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

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Telephone Nbr Telephone Nbr