

### ECA Reminders (1<sup>st</sup> term, 2023-2024)

Item	Person-in-charge	Deadline/ Dates
1. Submit Committee Members List <ul style="list-style-type: none"> <li>• hardcopy to ECA Mistress</li> <li>• softcopy to be uploaded to Q Drive</li> </ul>	Chief Teacher Advisor	<b>25.9.2023</b>
2. Submit Year Plan <ul style="list-style-type: none"> <li>• hardcopy to the ECA Coordinator</li> <li>• softcopy to be uploaded to Q Drive</li> </ul>	Chief Teacher Advisor	<b>6.10.2023</b>
3. Decorate display board on the covered playground <ul style="list-style-type: none"> <li>• the display board should include the name of club &amp; society in English, names of committee members, summary of year plan, photos, etc.</li> </ul>	Teacher Advisors and Chairman	<b>9.10.2023</b>
4. ECA Recruitment Days <ul style="list-style-type: none"> <li>• Membership fees should be collected and kept by Chief Teacher Advisor</li> <li>• Enrolment Form should be kept by Chairman</li> </ul>	Teacher Advisors and Chairman	<b>12.10.2023 - 13.10.2023 (12:05-13:00)</b>
5. Submit Member List <ul style="list-style-type: none"> <li>• softcopy to be uploaded to Q Drive</li> </ul>	Chief Teacher Advisor	<b>16.10.2023</b>
6. Hold 1st General Meeting ( <b>24.10.2023 – 17.11.2023</b> )		
7. Hold at least 2 Committee Meetings ( <b>Oct 2023 – Jan 2024</b> ) <ul style="list-style-type: none"> <li>• Teacher Advisors are encouraged to be present in all committee meetings</li> </ul>		
8. Hold at least 1 activity in the first term ( <b>Oct 2023 – Jan 2024</b> )		

## ECA Reminders (2<sup>nd</sup> term, 2023-2024)

Item	Person-in-charge	Deadline
1. Submit Mid-year Club Report <ul style="list-style-type: none"> <li>• hardcopy to ECA Coordinator</li> </ul>	Chief Teacher Advisor	<b>22.1.2024</b>
2. Hold 2nd General Member Meeting ( <b>by late Feb 2024</b> )		
3. Hold at least 2 committee meetings ( <b>Feb 2024 – May 2024</b> ) <ul style="list-style-type: none"> <li>• Teacher Advisors are encouraged to be present in all committee meetings</li> </ul>		
4. Submit Proposal for Post-Exam Activities <ul style="list-style-type: none"> <li>• hardcopy to ECA Mistress</li> </ul>	Chief Teacher Advisor	<b>15.4.2024</b>
5. Submit Chairman and Committee Member Nomination Form <ul style="list-style-type: none"> <li>• hardcopy to ECA Mistress</li> </ul>	Chief Teacher Advisor	<b>6.5.2024</b>
6. Submit Annual Club Report <ul style="list-style-type: none"> <li>• softcopy uploaded to Q Drive</li> <li>• hardcopy to ECA Coordinator</li> </ul>	Chief Teacher Advisor and Chairman	<b>27.5.2024</b>
7. Submit Merit Form <ul style="list-style-type: none"> <li>• hardcopy to ECA Mistress</li> </ul>	Chief Teacher Advisor	<b>3.6.2024</b>
8. Input data of committee members and general members on e-class <ul style="list-style-type: none"> <li>• service hours of committee members must be recorded on e-class</li> </ul>	Chief Teacher Advisor	<b>12.6.2024</b>
9. Organise at least 1 post-exam activity ( <b>26.6.2024 – 11.7.2024</b> )		

### Suggested Maximum Service Hours

	Maximum hours allocated (From 1 Sept to 31 Dec)	Maximum hours allocated (From 1 Jan to 31 Aug)
<b>Clubs &amp; Societies</b>		
Chairman of Clubs/Societies	20 h	25 h
Committee Member of Clubs/Societies	15 h	20 h

	<b>Requirements for Clubs and Societies</b>		
<b>Clubs &amp; Societies</b>	B1) Academic Groups	B2) Religious & Services Groups B3) Art Groups	B4) Interest Groups
<b>Number of meetings</b>	- at least 4 committee meetings	- at least 4 committee meetings - at least 2 general meetings	- at least 4 committee meetings - at least 2 general meetings
<b>Number of activities</b>	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- subject to the arrangements of individual interest groups - at least 1 post-exam activity
<b>Publicity</b>	<p>Within 2 weeks after an activity/ competition is organised, prepare the following to be published on the school website:</p> <p>(a) a short description of the activity/ competition</p> <p>(b) at least 6 photos taken in the activity/ competition</p>		

## Coordinators of the ECA Section

Coordinators	Clubs and Societies
Mr. YH Mak (3/F)	<b>Academic Groups</b> <ul style="list-style-type: none"> <li>➤ ACE Society</li> <li>➤ Chinese History Society</li> <li>➤ Chinese Language Society</li> <li>➤ English Language Society</li> </ul>
Ms. CK Cheung (3/F)	<b>Academic Groups</b> <ul style="list-style-type: none"> <li>➤ Geography Society</li> <li>➤ C&amp;SD Society</li> <li>➤ Putonghua Society</li> <li>➤ STEM Society</li> </ul>
Mr. CK Chu (3/F)	<b>Religious &amp; Services Groups</b> <ul style="list-style-type: none"> <li>➤ Catholic Society</li> <li>➤ Community Youth Club</li> <li>➤ Voluntary Services Group</li> </ul>
Mr. YK Poon (3/F)	<b>Art Groups</b> <ul style="list-style-type: none"> <li>➤ Drama Club</li> <li>➤ Music Club</li> <li>➤ Visual Arts Club</li> </ul>
Mr. TH Lin (3/F)	<b>Interest Groups</b> <ul style="list-style-type: none"> <li>➤ Aerospace Society</li> <li>➤ Board Game and Chess Club</li> <li>➤ Dance Club</li> <li>➤ Ecology Club</li> <li>➤ Fencing Club</li> </ul>
Mr. K Cheung (2/F)	<b>Interest Groups</b> <ul style="list-style-type: none"> <li>➤ Home Economics Club</li> <li>➤ Japanese Culture Studies Club</li> <li>➤ Multimedia Production Club</li> <li>➤ Model and Craft Club</li> <li>➤ Volleyball Club</li> </ul>
Ms. YY Lam (3/F)	<b>Uniform Groups</b> <ul style="list-style-type: none"> <li>➤ Red Cross</li> <li>➤ Scout</li> </ul>