**CHAN SUI KI (LA SALLE) COLLEGE**

**Extra-curricular Activities**

**Life-wide Learning Grant Claim Form 20\_\_\_-20\_\_\_**

**Club and Society Information**

|  |  |  |
| --- | --- | --- |
| Name of the Club and Society | Chairman (Class) | Treasurer (Class) |
|  |  |  |

**Activity Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Name | Date | Number of Participant | Teacher(s) in Charge |
|  |  |  |  |

**Financial Report**

|  |  |
| --- | --- |
| **TOTAL INCOME** | **$** |

Expenditure:

|  |  |  |
| --- | --- | --- |
| **Receipt No.** | **Description** | **Amount ($)** |
|  |  | $ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL EXPENDITURE** | | **$** |

|  |
| --- |
| ***\* Please put all your receipts on an A4 paper and then assign receipt numbers to them.***  ***\*\* Attach your receipts to the claim form.*** |

|  |  |
| --- | --- |
| **SUBSIDY REQUESTED** | **$** |

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Teachers in charge  (in Block Letter) | Signature of Teachers in charge | Date |

**Approved by:**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of ECA Mistress |  | Date |