

ECA Reminders (1st term, 2022-2023)

Item	Person-in-charge	Deadline
1. Input data of committee members on e-class * softcopy to be uploaded to Q Drive	Chief Teacher Advisor	16.9.2022
2. Submit Year Plan * hardcopy to the relevant Coordinator of the ECA Section * softcopy to be uploaded to Q Drive	Chief Teacher Advisor	26.9.2022
3. Decorate display board on the covered playground	Chief Teacher Advisor and Chairman	29.9.2022
4. Online Recruitment Days (3-6.10.2022) * Each club & society (except those in Academic Groups) should prepare a promotional video (in mp4) of no more than 2 minutes and upload it to Q Drive. The promotional video will be played on the school's ECA website and TEAMS (under "Form Coordination Activities"). * Membership fees for 2022-2023 will be collected. * Club money should be kept by Chief Teacher Advisor.	Chief Teacher Advisor and Chairman	26.9.2022
5. A confirmed list of general members for each club & society (except those in Academic Groups) will be uploaded on e-class. All teacher advisors and Chairmen will receive a copy of the list from the ECA Section.	ECA Section	12.10.2022
6. B1) Academic Groups B2) Religious & Services Groups B3) Art Groups ➤ Hold 1st General Member Meeting (by mid-Nov 2022) B4) Interest Groups ➤ Hold 1st General Member Meeting (by late-Oct 2022)		
7. Hold at least 2 Committee Meetings (Oct 2022 – Jan 2023) * Teacher Advisors are encouraged to be present in all committee meetings		

ECA Reminders (2nd term, 2022-2023)

Item	Person-in-charge	Deadline
1. Submit Mid-year Club Report * hardcopy to the relevant Coordinator of the ECA Section	Chief Teacher Advisor	18.1.2023
2. B1) Academic Groups B2) Religious & Services Groups B3) Art Groups ➤ Hold 2nd General Member Meeting (by late Feb 2023) B4) Interest Groups ➤ Hold 2nd General Member Meeting (by mid-Feb 2023)		
3. Hold at least 2 committee meetings (Jan 2023 – May 2023) * Teacher Advisors are encouraged to be present in all committee meetings		
4. Submit Proposal for Post-Exam Activities * hardcopy to ECA Mistress	Chief Teacher Advisor	17.4.2023
5. Submit Chairman and Committee Member Nomination Form * hardcopy to ECA Mistress	Chief Teacher Advisor	5.5.2023
6. Complete Expulsion Form * hardcopy to ECA Mistress Upload the completed Expulsion Form onto Q Drive Update membership status of committee members and general members on e-class	Chairman Chief Teacher Advisor Chief Teacher Advisor	1.6.2023
7. Submit Annual Club Report * Softcopy uploaded to Q Drive * Hardcopy to the relevant Coordinator of the ECA Section	Chief Teacher Advisor and Chairman	1.6.2023
8. Submit Merit Form * hardcopy to ECA Mistress	Chief Teacher Advisor	31.5.2022
9. Organise at least 1 post-exam activity (26.6.2022 – 12.7.2023)		

	Requirements for	
Clubs & Societies	B1) Academic Groups; B2) Religious & Services Groups; B3) Art Groups	B4) Interest Groups
Number of meetings	- at least 4 committee meetings - at least 2 general meetings	- at least 4 committee meetings - at least 2 general meetings
Number of activities	- at least 3 face-to-face/ online 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	- organise the designated number of sessions respectively - at least 1 post-exam activity
Publicity	- Within 2 weeks after an activity/ competition is organised, prepare the following to be published on the school website: (a) a short description of the activity/ competition (b) at least 6 photos taken in the activity/ competition	- By late May, prepare a summary of all the activities organised by the interest group to be published on the school website. The summary should include: (a) a short paragraph which summarises all the activities (b) at least 20 photos - Within 2 weeks after a competition is organised, prepare the following to be published on the school website: (a) at least 6 photos taken in the competition (b) a short description of the competition