**1. DETAILS OF PROJECT & TEAM MEMBERS**

|  |
| --- |
| **Name of School:**  |
|  |
| **Project Title:**  |
|  |
| **Teacher(s) In-Charge: (To include salutation. Name as to be printed on certificate)**  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

|  |
| --- |
| **Student Name(s): (Name as to be printed on certificate)** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |
| **15** |  |
| **16** |  |
| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |
| **21** |  |
| **22** |  |
| **23** |  |
| **24** |  |
| **25** |  |
| **26** |  |
| **27** |  |
| **28** |  |
| **29** |  |
| **30** |  |
| **31** |  |
| **32** |  |
| **33** |  |
| **34** |  |
| **35** |  |
| **36** |  |
| **37** |  |
| **38** |  |
| **39** |  |
| **40** |  |

**2. PROJECT OBJECTIVES & DETAILS**

|  |
| --- |
| **CHOOSE ONE THEME** |
| **Personal & Social Responsibility** |[ ]
| **Appreciation & Respect** |[ ]
| **Understanding Diversity** |[ ]
| **Cyber Kindness** |[ ]
| **Neighbourliness** |[ ]

**\*\* Refer to Annex A for a list of suggested topics within a theme you can address! \*\***

|  |
| --- |
| **Project Objective:****(State its objective, importance, significance, why the need to increase awareness of your chosen topic etc.)** |
|  |
| **Project Period *(e.g. 1 Feb – 7 July)*:** |  |
| **Other partners/sponsors (if any):** |  |

**3. EXPENDITURE PLANNING**

**SKM FUNDING DETAILS:**

•**Each school is entitled up to $200 of reimbursement in total.**

•**Not more than 40% of the $200** may be spent on items for donation/giveaways.

•**Reimbursement will only be available in cash/online payment**, 3 months after the report submission deadline.

|  |  |
| --- | --- |
| **Expenditure Item***(e.g. venue rental, setup, publicity material, etc)* | **Amount (B)** |
| **1** |  | **S$**  |
| **2** |  | **S$** |
| **3** |  | **S$** |
| **4** |  | **S$** |
| **5** |  | **S$** |
| **6** |  | **S$** |
| **7** |  | **S$** |
| **8** |  | **S$** |
| **9** |  | **S$** |
| **10** |  | **S$** |
| **11** |  | **S$** |
| **12** |  | **S$** |
| **13** |  | **S$** |
| **14** |  | **S$** |
| **15** |  | **S$** |
| **TOTAL BUDGET PER SCHOOL FROM SKM (A):** | **S$ 200** |
| **YOUR ESTIMATED EXPENDITURE (B):** | **S$** Click or tap here to enter text. |
| **BUDGET LEFT (A) – (B):** | **S$** Click or tap here to enter text. |

**5. ROLES AND RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| **Roles** | **Name(s)** | **Responsibilities** |
| **Communication Team:**(Eg. Conceptualise the approach of your campaign/ Strategise how your content should be delivered to you audience / Research on mode and platform for delivery of content) |  |  |
| **Content Team:**(Eg. Research and recommend content based on concept from communication team / Design and develop content for your audiences)  |  |  |
| **Operation Team:** (Eg. Execute purchases / Manage logistics / Execute project on the ground or in digital space) |  |  |
| **Finance and Schedule Team:** (Eg. Keep track of expenses / Ensure receipts are photocopied and kept / Responsible to ensure team keep to timeline of campaign / Help out the other teams |  |  |

|  |
| --- |
| **Annex A** |

**POSSIBLE TOPICS WITHIN A THEME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas/Topics** | **Personal and Social Responsibility** | **Appreciation & Respect** | **Embracing Diversity** | **Cyber Kindness** |
| **Individual / Peer** | •Neighbourliness•General display of responsibility and etiquette to Peers and People around•Neighbourliness•Display of desirable and responsible behaviour in a public space•Cleanliness & Conservation | •Means of showing respect and appreciation in different settings•Expressing appreciation and understanding contributions of parents, grandparents, and caretakers•Show care to their loved ones through actions and words•Understanding contributions and importance of non-teaching and teaching staff within campus•Greeting and acknowledging contributions of these staff members on campus•Understanding contributions and importance of workers within one’s community/heartland •Greeting and acknowledging contributions of one’s community/heartland workers | •Knowing strengths and weaknesses •Inducing a spirit of volunteerism; seeking to providing support to the various identified groups who might be in need•Awareness of people with different disabilities/ social conditions | •Cyber Wellness / Cyber Etiquette•Personal responsibility on Cyber space•Promote positive usage of Cyberspace•Kindness in cyber space |
| **Family** |
| **School / Community** |