# **SECTION 1: DETAILS OF PROJECT & TEAM MEMBERS**

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| --- |
| **Name of School:**  |
|  |
| **Project Title:**  |
|  |
| **Teacher(s) In-Charge: (To include salutation e.g. Ms Tan Ah Bee)**  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

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| --- |
| **Name of Student Leaders: (Full Name as to be printed on the certificate, e.g. Jayden Lee Jun Jie)** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |
| **15** |  |
| **16** |  |
| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |

**\* Additional rows may be added if necessary.**

**\* Note: Student Leaders are students who assume leadership roles in planning the FOSSCP campaign within their school. The number of student leaders for the project should not exceed 5% of the student population.**

# **SECTION 2: PROJECT OBJECTIVES & DETAILS**

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| **Please tick the themes that apply to your project(s)** |
| **CyberKindness** |[ ]
| **Neighbourliness** |[ ]
| **Inclusivity** |[ ]

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| --- |
| **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):** |  |

# **SECTION 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 via online payment by 20 December 2024. Kindly note that reimbursement may be delayed should the claims and supporting documents are not provided accurately.**

|  |  |
| --- | --- |
| **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. |

# **SECTION 4: 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 |  |  |

# **SECTION 5: IMPACT EVALUATION SURVEY**

As part of FOSSCP 2024, Singapore Kindness Movement is introducing a mandatory impact evaluation survey. The aim of the survey is to measure the extent of the behavioral shift in students as a result of participating in your FOSSCP project(s).

It is mandatory for student leaders and participants of the kindness project(s) in your school to complete the impact evaluation survey. Teachers are highly encouraged to improve and adapt the survey template as you deem fit to your respective kindness project(s). Teacher’s can find a copy of the survey template in the “**Pri Report Template 2024**” file under **Annex C** for your use.

**Acknowledgement**

[ ]  I/ We acknowledge that I/ we have read the information regarding the mandatory impact evaluation survey for FOSSCP 2024, and I understand the importance of facilitating its completion by student leaders and participants in the kindness project(s) at our school, with the option to adapt the survey template as needed.

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| **Annex A** |

**POSSIBLE TOPICS WITHIN A THEME**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas/Topics** | **Neighbourliness** | **Inclusivity** | **CyberKindness** |
| **Individual/ Peer** | • Neighbourliness within school context for e.g., classmates/ schoolmates• Gracious Living: Promoting norms of greater neighbourly interactions in our neighbourhoods such as:• Neighbours showing respect for each other’s cultural/ religious needs• Neighbours greeting each other when they meet• Neighbours making the effort to get to know each other better, regardless of racial or cultural differences• Neighbours carrying out small, spontaneous acts of kindness for each other (e.g. hold the door, press the lift button, help carry heavy items)• Neighbours observing quiet hours by keeping their volumes low at night• Conflict Resolution Skills: Exploring the role of neighbourliness in developing conflict resolution skills, including techniques for resolving disputes peacefully and constructively.• Random Acts of Kindness: Highlighting the importance of small gestures of kindness in fostering neighbourly relationships and building strong, supportive communities.• Digital Neighbourliness: Exploring the role of technology in facilitating neighbourly interactions, including online communities, social media etiquette, and digital citizenship. | • 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 • Appreciating and embracing diversity • Silver Wellness: Creating an inclusive society that values and respects seniors.• Means of showing respect and appreciation in different settings• Understanding contributions and importance of workers within one’s community/ heartland • Greeting and acknowledging contributions of one’s community/ heartland workers    | • Cyber Etiquette• Personal responsibility in cyber space• Promote positive usage of cyber space • Kindness in cyber space    |
| **Family** |
| **School/ Community** |