**Cover page & Checklist for final submission  
*(Please tick off the list to ensure that you have included it in the Final Submission)***

|  |  |
| --- | --- |
| **(✔)** | **LIST OF ITEMS FOR FINAL SUBMISSION** |
| **☐** | 1. **Final Report Details and Writeup (Annex A & B)** |
| **☐** | 1. **Impact Evaluation Survey Template (Annex C)** |
| **☐** | 1. **Photos and/or videos of Report (quality, not quantity)**   **\*DO NOT submit photos in PDF or in doc/ppt format.**  **\*\*Photos are to be submitted as files (.jpg/.png) and be uploaded in your OneDrive folder.** |
| **☐** | **FOR CLAIMS**   1. **‘Claim Form’ Signed and Stamped with school stamp** 2. **Completed ‘Claim Form Table’** 3. **All forms, photocopy or photos of original receipts uploaded in designated OneDrive folder**   **\*\* incomplete documents will not be eligible for claims.** |
| **☐** | 1. **Hi-resolution school logo (.ai/.png/.jpg files) uploaded in OneDrive folder** |
| **☐** | 1. **Additional Submission(s) - If applicable** |

|  |
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| **Annex A** |

**1. AGREEMENT**

|  |  |  |
| --- | --- | --- |
| **AGREEMENT BY TEACHER-IN-CHARGE ON BEHALF OF PROJECT GROUP** | | |
| **School Name:** |  | |
| We agree to the collection and usage of the materials and data within this report and other relevant forms of submission that are submitted under the FOS programme, by the Singapore Kindness Movement (SKM). If deemed relevant, submitted materials and data will be used solely for our FOS programme and the school’s Kindness Awards Ceremony which might consist of publications via SKM’s social channels, programme’s microsite, programme’s exhibition, programme’s highlight footage and coverage.     By agreeing, SKM reserves the right to use your submitted content (if deemed relevant) without requesting for additional consent from the school. In the case of a media coverage, SKM will inform the teacher-in-charge accordingly. | | |
| **Name of Teacher-In-Charge** | |  |

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| **Annex B** |

**2. TEAM DETAILS**

|  |  |
| --- | --- |
| **Campaign Title:** | |
|  | |
| **Teacher(s) In-Charge: (To include salutation e.g. Ms Tan Bee)** \* *Please ensure that all names are spelled correctly.*  *\*\* Replacement of the certificate/ trophy may result in delay of the collection. Any additional costs arising from the replacement of certificate will be borne by the school.* | |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

|  |  |
| --- | --- |
| **Name of Student Leaders(s): (Full Name as to be printed on certificate; e.g. Jayden Lee Jun Jie)**  \**Please ensure that all names are spelled correctly.*  *\*\*Replacement of the certificate may result in delay of the delivery. Any additional costs arising from the replacement of certificate will be borne by the school.*  *\*\*\*Participating Student Leaders are students who assume leadership roles in planning the FOS campaign within their school. The number of student leaders for the project should not exceed 5% of the student population.* | |
| **1** |  |
| **2** |  |
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| **18** |  |
| **19** |  |
| **20** |  |

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

**3. PROJECT SYNOPSIS**

|  |
| --- |
| **Project Synopsis (not more than 200 words):**  **Campaign Synopsis (not more than 200 words):**  Your report should give a clear snapshot of your project and what you learned. Use the pointers below to guide your writing:  **1. Project Overview (What you did)**   * Briefly describe your project in 2–3 sentences. * State which FOS theme (CyberKindness, Neighbourliness, Inclusivity, or Multiculturalism) your project focused on.   **2. Purpose (Why you did it)**   * What challenge or need did you hope to address? * How does it connect to building a kindness culture in your school or community?   **3. Actions Taken (How you did it)**   * Share the main activities you carried out. * Mention how students, teachers, or community members were involved.   **4. Impact (What changed)**   * What difference did your project make? (e.g., more neighbourly interactions, kinder online behaviour, greater inclusivity, appreciation of diversity). * Include any feedback, observations, or examples of kind acts.   **\*\* Do note that SKM will adapt your project synopsis to be included in the Friends of Singa Projects Highlight Booklet.** |
|  |
|  |

**4. REPORT SELF-EVALUATION/REFLECTION**

|  |  |
| --- | --- |
| **Evaluate to be based on the report's effectiveness to build awareness, be informative, be creative through engagement with targeted audience and effectiveness of converting the audience into advocates.**  **\*\* Can be written in bullet points** | |
| **Level of success - Ratings between 1 - 10** (1 being the least successful, 10 being the most successful) |  |
| **Limitation/Challenges:** |  |
| **Favourite/Most Effective part of the report:** |  |
| **Possible areas of improvement:** |  |
| **Total Approximate Outreach from Initiative(s):**  **(e.g. 1000 students, 50 educators, 30 beneficials, etc.)** |  |

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| **Annex C** |

**5. IMPACT EVALUATION SURVEY TEMPLATE (FOR STUDENT LEADERS)**

It is mandatory for student leaders and participants of the kindness project(s) in your school to complete the following impact evaluation survey. Teachers are highly encouraged to improve and adapt the survey template as they deem fit to their respective kindness project(s). The purpose of this mandatory survey is to measure the extent of the behavioural shift in students as a result of participating in your FOS project(s). **We kindly request that the teacher-in-charge complete the summary table on the next page after administering the impact evaluation survey below.**

1. How often do you engage in acts of kindness towards your schoolmates and/or community?
   1. Rarely
   2. Occasionally
   3. Often
   4. Always
2. On a scale of 1 to 5, how has the [Insert kindness project/ campaign name] impacted you positively?
   1. 1 – No Positive Change
   2. 2 – Slightly Positive
   3. 3 – Somewhat Positive
   4. 4 – Very Positive
   5. 5 – Extremely Positive
3. How confident do you feel about yourself in promoting kindness in your school after participating in [Insert kindness project/ campaign name]?
   1. Not confident at all
   2. Somewhat confident
   3. Quite confident
   4. Very confident
   5. Extremely confident
4. How much do you think participating in the [Insert kindness project/ campaign name] has impacted your future behaviour towards others?
   1. No impact
   2. Slight impact
   3. Moderate impact
   4. Significant impact
5. To what extent do you feel more knowledgeable about the kindness values promoted by the [Insert kindness project/ campaign name] after participating in it?
6. 1 – No Change
7. 2 – Slightly Knowledgeable
8. 3 – Somewhat Knowledgeable
9. 4 – Very Knowledgeable
10. 5 – Extremely Knowledgeable

**Impact Evaluation Summary Table**

|  |  |
| --- | --- |
| Name of Project: |  |
| Total no. of Responses: | *e.g. 100* |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. How often do you engage in acts of kindness towards your schoolmates and/or community? | | | |
|  | **Answers** | **No. of Responses** | **%** |
| a | Rarely | *e.g. 5* | *5%* |
| b | Occasionally | *10* | *10%* |
| c | Often | *35* | *35%* |
| d | Always | *50* | *50%* |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. On a scale of 1 to 5, how has the [Insert kindness project/ campaign name] impacted you positively? | | | |
|  | **Answers** | **No. of Responses** | **%** |
| a | 1 – No Positive Change |  |  |
| b | 2 – Slightly Positive |  |  |
| c | 3 – Somewhat Positive |  |  |
| d | 4 – Very Positive |  |  |
| e | 1. – Extremely Positive |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. How confident do you feel about yourself in promoting kindness in your school after participating in [Insert kindness project/ campaign name]? | | | |
|  | **Answers** | **No. of Responses** | **%** |
| a | Not confident at all |  |  |
| b | Somewhat confident |  |  |
| c | Quite confident |  |  |
| d | Very confident |  |  |
| e | Extremely confident |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. How much do you think participating in the [Insert kindness project/ campaign name] has impacted your future behaviour towards others? | | | |
|  | **Answers** | **No. of Responses** | **%** |
| a | No impact |  |  |
| b | Slight impact |  |  |
| c | Moderate impact |  |  |
| d | Significant impact |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. To what extent do you feel more knowledgeable about the kindness values promoted by the [Insert kindness project/ campaign name] after participating in it? | | | |
|  | **Answers** | **No. of Responses** | **%** |
| a | 1 – No Change |  |  |
| b | 2 – Slightly Knowledgeable |  |  |
| c | 3 – Somewhat Knowledgeable |  |  |
| d | 4 – Very Knowledgeable |  |  |
| e | 5 – Extremely Knowledgeable |  |  |