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

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| **(✔)** | **LIST OF ITEMS FOR FINAL SUBMISSION** |
| **☐** | 1. **Final Report Details and Writeup (Annex A and B)** |
| **☐** | 1. **Photos and/or videos of Campaign (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**

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| **AGREEMENT BY TEACHER-IN-CHARGE ON BEHALF OF CAMPAIGN 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 the FOS programme and the school’s Kindness Awards Ceremony which might consist of publications via SKM’s social channels, programme’s website, 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**

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| --- | --- |
| **Campaign Title:** | |
|  | |
| **Teacher(s) In-Charge:** | |
| **1** |  |
| **2** |  |
| **3** |  |
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| **Student Name(s): (Name to be printed on certificate)** | |
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**3. CAMPAIGN SYNOPSIS**

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| **Campaign Synopsis (not more than 500 words):**  **\*This should be a clear write up/ overview of your entire campaign. The campaign synopsis should also be informative to readers.**  **Here are some pointers to guide you in writing your campaign synopsis (you need not include all pointers):**  **- Objective(s) of the campaign**  **- Purpose of the campaign**  **- Aims for the campaign**  **- Details of the campaign**  **- What was done/ how are the activities being carried out for the campaign**  **- Achievements (number of audience reached)**  **- Reflections**  **\*\*Do note that SKM will adapt your campaign synopsis to be included in the Kindness Awards Ceremony Booklet.** |
|  |

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

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| --- | --- |
| **Evaluation to be based on the campaign's effectiveness to build awareness, be informative, be creative through engagement with target audience and effectiveness of converting the audience into advocates.**  **\*\*can be in point form** | |
| **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 campaign:** |  |
| **Possible areas for improvement:** |  |
| **Total Approximate Outreach from Initiative(s):**  **(e.g. 1,000 students, 50 educators, 30 beneficiaries, etc.)** |  |