**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)** | |
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| **Student Name(s): (Full Name as to be printed on certificate; e.g. Jayden Lee Jun Jie)** | |
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**\* Additional rows may be added if necessary.**

**2. PROJECT OBJECTIVES & DETAILS**

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| **CHOOSE ONE THEME** | |
| **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):** |  |

**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 bank transfer/paynow/paylah**, 3 months after the report submission deadline.

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| **Expenditure Item***(e.g. venue rental, setup, publicity material, etc)* | | **Amount (B)** |
| **1** |  | **S$** |
| **2** |  | **S$** |
| **3** |  | **S$** |
| **4** |  | **S$** |
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| **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**

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| **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 |  |  |