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

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| **Name of School:**  |
|  |
| **Project Title:**  |
|  |
| **Teacher(s) In-Charge: (To include salutation. Name as to be printed on certificate) \**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.*** |
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| **Student Name(s): (Name as to be printed on certificate)\**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.*** |
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**2. FOCUSED THEME & REASONING**

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| **CHOOSE ONE** |
| **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! \*\***

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| **Project Summary:** |
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**3. CAMPAIGN PLANNING**

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| **Campaign Phases** | **Execution Plans** |
| **Activity 1:** |  |
| **Execution Time Frame:** |
| **Activity 2:** |  |
| **Execution Time Frame:**  |
| **Activity 3:** |  |
| **Execution Time Frame:**  |
| **Activity 4:** |  |
| **Execution Time Frame:**  |

Teachers may add on to the table if there are more activities planned

**4. 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.

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| **Expenditure Item***(e.g. venue rental, setup, publicity material, etc)* | **Amount (B)** |
| **1** |  | **S$**  |
| **2** |  | **S$** |
| **3** |  | **S$** |
| **4** |  | **S$** |
| **5** |  | **S$** |
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| **14** |  | **S$** |
| **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** |
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| **Annex A** |

**POSSIBLE TOPICS WITHIN A THEME**

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| **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** |