

Stewards Pooi Kei College

Co-curricular Activities Team

New Club Registration Procedure 2010/2011

Step	Item	Due date
1.	New Club Promotion	28 June, 10
2.1	Students should form the committee which should have at least 5 members.	12 July, 10
2.2	Submit the following documents to G.O.: i) New Club Registration Form ii) Pre-registration Members Sign-up Form (Available in G.O. & School Web)	
2.3	The committee should invite a teacher to be the teacher advisor.	
3.1	Results of the New Club Registration will be released.	Early September
3.2	The approved new club should recruit more committee members (if necessary). (Follow the Committee Recruitment Schedule)	
4.1	Submit the Club Year Plan and Budget Plan. (*Template will be given by CCA Team teachers)	Late September to Early October
4.2	The committee should have new club promotion in September (together with current clubs in SPKC), before the CCA Online Enrollment takes place. <u>*Suggested Promotion Methods</u> a) Promotion in morning assembly b) Promotion in classroom (during CTP) c) Promotion at lunchtime d) Posters e) Promotion Counter	