



華英中學  
Wa Ying College



# Student Union Whole-Year Plan



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Contingency plan

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# 1<sup>st</sup> Term Activities

Month	Activitie
October	Publication Committee Training Workshop
	Stationary Ordering
November	Internal Orienteering
	Wycmerakshare
	Graduation Cup
	Joint School Orienteering
	Dodgeball (Houses)
	Amendment to the Constitution of Student Union
	Training day of sub-committee
	Internal Singing Contest
	Sweetie Express (Teachers' and staffs' Special)
	Sweetie Express (Students' Special)
Joint School Oral Practice(English Division)	
December	Joint School Christmas Ball
	Joint School Oral Practice(Chinese Division)
February	Lustre Issue 65



## 2<sup>nd</sup> Term Activities

Month	Activities
April	Sticker Design Competition
May	Wa Check
June	Stationary Ordering
July	Internal Singing Contest (Final)
	Detective Game



# Publication Committee Training Workshop

- I. Aims
  - To invite Wayingers who have graduated to help to train our sub-committees
  - To let our sub-committees have more proskills to support their work.
- II. Details of the workshops
  - 2.1 Date
    - Workshop for Journalists: 14 October
    - Workshop for Typesetters: 16 October
  - 2.2 Venue
    - Room204 in Wa Ying
  - 2.3 Time
    - 16:00-17:15 after school
  - 2.4 Target
    - All sub-committee members, including journalists and typesetters
  - 2.5 Details about the content of the workshop
    - Process and method of holding the interview
    - How to write the content of the passage
    - Reminders for typesetters
    - Apps for typesetting
    - Q & A sessions
- III. Promotion
  - Poster will be posted on boards and instagram in one to two weeks before the events
- IV. Budget and estimated expenditure

As Publication Committee Training Workshop is a non-profitable project, no expenditure revenue will be made throughout the activity
- V. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.



# Stationery Ordering

## I. Aims

- To promote welfare among students
- To allow students to purchase stationery at an affordable price

## II. Details of the event

2.1 Date of application: 18<sup>th</sup> October 2019- 22<sup>th</sup> October 2019

2.2 Ordering arrangement: Google form through email

2.3 Date of payment: 23<sup>th</sup> October 2019 - 25<sup>th</sup> October 2019 (Recess and lunch period)

2.4 Packing and deliver dates : 2<sup>nd</sup> November, 2019 - 9<sup>th</sup> November,2019 (provisional)

2.5 Work Allocation:

Number of helpers: 13

All helpers are selected from the welfare sub committees.

They are responsible for collecting payment of stationery orders.

2.6 Stationery company: 華新洋紙文具公司

2.7 Types of stationery:

- Ball pen
- Ball pen refill
- Gel pen
- Gel pen refill,
- Lead pen/pencil/pencil lead,
- Highlight pen,
- Correction tape/eraser,
- Other

## III. Promotion

- Posters will be completed by 9/10
- Promotion period: 9/10 - 17/10
- All stationery orders and helpers list must be completed by all schools by 22/10



IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Coloured Posters	15	\$1			-\$15	-\$15
Stationery(Total)	1	\$4000		\$4000	\$4000	\$0
<b>Total</b>						<b>-\$15</b>

V. Contingency plan

Student Union and the Welfare Affairs Committees will have the right on making the final decision if there is arguments.



# Sports month

## I. Aims

- To create time for students to relax through sports
- To promote the importance of teamwork
- To raise students understanding of different sports event
- Given the fact that sports events promotion are usually overlapped and chaotic, we hope to combine the promotion period of various sports games
- To raise people attention of all different events

## II. Promotion

- Poster will be posted on boards and instagram in one to two weeks before the events
- A promotional video will be made and post on Instagram on 1st November.



# 1. Internal Orienteering

## I. Aims

- Introduce orienteering to Wa Ying students, and to prepare them for joint-school orienteering held on the 16<sup>th</sup> November 2019
- To provide a platform for students to apply the use of maps and compasses to find their way to a designated control point after passage through specified areas and regions.
- To sharpen the participants' personal skills, physical capability and judgment to make the best choice on which route to take when they are finding their way to the destination.

## II. Details of the event

2.1 Time and Date: 0845-1330, 2<sup>nd</sup> November 2019

2.2 Venue:

- Course: Quarry Hill
- Event centre: 東何文田一號休憩處

2.3 Number of quota: 20

2.4 Fee to be collected: \$20

will be charged to each participant and helper as application fee.

2.5 Course & programme:

➤ Course:

➤ Type: Score-O

Remarks:

賽員在限定時間內去不同控制點，每個控制點有相應的分數，限時內得分最高者勝出；

若分數一樣，則需時較少的勝出；

過了時限，每分鐘減分

➤ Controls (控制點 即燈籠+打孔器): 19

➤ Total score: ~300 (To be confirmed)

➤ Time limit: 60 min

(Could be modified depending on the location of event centre)



Remarks:

1. All controls are set to be reachable from paved areas with high runnability.
2. Students are not required to cross any road.
3. Slope maintenance gates are passable unless they are heavily fortified or fenced.
4. Maintenance work are sometimes found in the area, which are not shown on map.
5. Students are not required to climb dangerous slopes, ditches or fences.

Programme:

Time	Details
08:45	Helpers arrive
10:00	Briefing at school playground/hall
10:30	Walk to event centre (~1.0km)
11:00	Mass start
11:15	Start closes (Final start for late starters)
12:00	Finishes count as OT
12:30	Field & Finish close
12:45	Final result
12:55	End of complaints
13:00	Prize-giving ceremony
13:15	Event centre closes + Tidy up





## 2.6 Work Allocation:

### Resources:

- Maps: HKOC
- Lanterns (燈籠): Y2Y
- E-punches (打孔器): Y2Y (To be confirmed)
- Si cards: Y2Y
- Si reader: Y2Y (To be confirmed)
- Number bib: WYC SU
- Compass: purchase from Taobao
- Whistles: purchase from Alibaba



### Helpers:

- Course planning: Lee Sze Lut
- Teacher-in-charged :
  - Ms. Lung Chor Ki (Contact no. : 9343 5574)
  - Mr. Lee Chun Yin
  - Ms. Lam Wing In
- Control setting & collecting: (2)
- First aid: WYC Red Cross (2)
- 
- Start/Finish control officer: (2)
  - Pre-start check up
  - Race announcing & map distributing

Remark: Start and finish control will be in proximity to each other

- IT: (2)(To be confirmed)
- Race instructors (to ensure students' safety): (3-5)





III. Promotion

Before the events

- Posters will be completed by 20/10
- Promotion period: 27-30/10
- All participants list and helpers list must be completed by 31/10

After the events

- Photos will be taken at the competition and post on Instagram after the competition.

IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Coloured Posters	15	\$1			\$15	-\$15
Map	20	\$15			\$300	-\$300
Compass	30	\$12			\$360	-\$360
Whistle	20	\$0.3			\$6	-\$6
Prizes	1	\$100			\$100	-\$100
Registration Fee	20	\$20		\$400		+\$400
<b>Total</b>						<b>-\$381</b>

V. **Contingency plan**

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.



## 2. Graduation Cup

### I. Aims

- To keep the tradition from the past Internal Affairs Department
- To agglomerate form six students in their class
- To let them leave a wonderful memory with their classmates and teachers in the secondary school life
- To create a time for the form six students to relax from the pressure of HKDSE

### II. Competition details

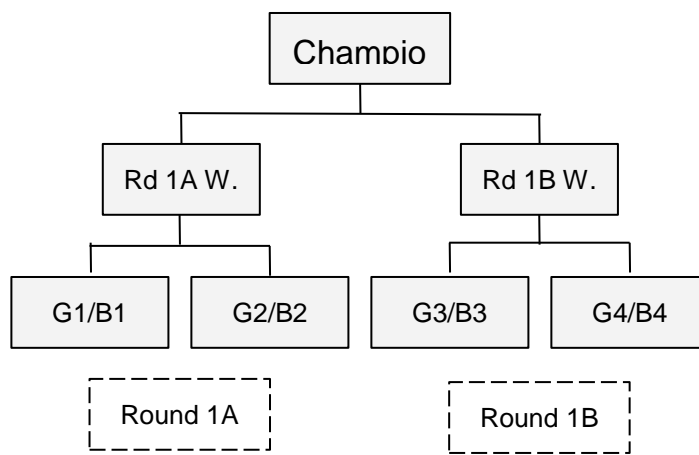
2.1 Date: 5th November, 2019 - 11th November, 2019 (provisional)

2.2 Time: 1:00 p.m. to 1:45a.m. (lunch period)

2.3 Venue: School Basketball court

2.4 Number of competitions: 7 (Including teachers-students competition)  
(provisional)

2.5 Schedule:





**\*Rd 1A W. = Round 1A Winner**

Date	Time	Details
5/11/2019 (TUE)	13:00-13:20	Girls Round 1A
	13:25-13:45	Girls Round 1B
6/11/2019 (WED)	13:00-13:20	Boys Round 1A
	13:25-13:45	Boys Round 1B
7/11/2019 (THU)	13:00-13:20	Girls Final
8/11/2019 (FRI)	13:00-13:20	Boys Final
11/11/2019 (MON)	13:00-13:20	Teachers-Students Competition

\*Date to be confirmed

2.6 Helpers:

- Time Keeper : Internal sub-committees
- Counting Marks : Internal sub-committees
- Marking Scores : Internal sub-committees
- Playground order : Internal sub-committees
- Referees: 2-3 students will be invited
- First-aid : Red Cross (Three people per day)

III. Promotion

Before the events

- Poster will be posted on boards and instagram in one to two weeks before the events

After the events

- Photos will be taken at the competition and post on Instagram after the competition.



IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Watermelon Ball	3	\$80			\$240	-\$240
Tape	4	\$20			\$80	-\$80
Coloured Posters	20	\$1			\$20	-\$20
Medals	36	\$20			\$720	-\$720
<b>Total</b>						<b>-\$1060</b>

V. Contingency plan

4.1 Bad weather arrangements

- Matches will be postponed, final decision will be announced through FB page and directly contact the representatives of each class.
- Two extra days will be booked for special arrangements (12/11/2019-13/11/2019)

4.2 Injury cases

To make sure that a teacher can immediately help if any injury happened:

- Red Cross will be invited to on-duty on every match
- Teacher-in-charge will be at the competition court.

4.3 Arguments/ students are not satisfied with the result

- Student Union and the Internal Affairs Committee will have the right on making the final decision.
- We will invite experienced students to be the referees, in order to lower the chance of having dissatisfaction.



## 3. Joint School Orienteering

### I. Aims

- To promote orienteering among students
- To allow participants to meet more friends from other schools.
- To provide a platform for students to apply the use of maps and compasses to find their way to a designated control point after passage through specified areas and regions.
- To sharpen the participants' personal skills, physical capability and judgment to make the best choice on which route to take when they are finding their way to the destination.

### II. Details of the Orientation Day

2.1 Time and Date: 1030-12300, 16<sup>th</sup> November 2019

2.2 Venue: Wa Ying College (Hall / Covered Playground)

2.3 Time table:

Time	Details
10:30	Registration
10:45	Ice Breaking
11:45	Safety Reminders and briefing for Orienteering
12:15	Tidy Up



III. Details of the event

3.1 Time and Date: 0800-1600, 23<sup>rd</sup> November 2019

3.2 Participating schools

Organizing school:

- Wa Ying College

Participating schools:

- Po Leung Kuk Lo Kit Sing (1983) College
- Christian and Missionary Alliance Sun Kei Secondary School
- YWCA Hioe Tjo Yoeng College
- Po On Commercial Association Wong Siu Ching Secondary School
- SKH Tsang Shiu Tim Secondary School

3.3 Venue: Tsing Yi Nature Trail (and surrounding areas) (Please refer to **Attachment 1**)

3.4 Number of quota:

- Total quota: 60
- Quota for Each School :10

3.5 Fee to be collected from participants : \$30

(will be charged to each participant and helper as application fee)

Each school will have to pay \$300 for insurance use

Total amount received : \$3300

3.6 Course & programme:

Course(賽區):

Type: Score-O (奪分式)

Remarks:

賽員在限定時間內去不同控制點，每個控制點有相應的分數，限時內得分最高者勝出；

若分數一樣，則需時較少的勝出；

過了時限，每分鐘減分

Controls (控制點 即燈籠+打孔器): (To be confirmed after the pre-trip on 26/10)

Total score: (To be confirmed after the pre-trip on 26/10)

Time limit: 90/120 mins (To be confirmed after the pre-trip on 26/10)



Programme:

Time	Details
08:00	Helpers arrive
09:00	Red Cross arrive
09:30	Event centre opens
10:00	Briefing & Opening Speech
10:15	Start opens
10:45	Mass start
11:00	Start closes (Final start for late starters)
12:30	Finishes count as overtime
13:00	Field & Finish close
13:30	Final result
13:45	End of complaints
14:00	Prize-giving ceremony
15:00	Event centre closes + Tidy up





### 3.7 Work Allocation:

#### Resources:

- Maps: OAHK
- Lanterns: Y2Y
- E-punches: Y2Y (To be confirmed)
- Si cards: Y2Y
- Si reader: Y2Y (To be confirmed)
- Number bib: WYC SU
- Compass: purchase from Taobao
- Whistles: purchase from Alibaba



**Fig 1:** A control consists of a lantern/marker, an electronic punch, and a manual punch

#### Helpers:

- Course planning: 4A Lee Sze Lut
- Teacher -in-charged :
  - Wa Ying College:
    - Ms. Lung Chor Ki (Contact no. : 9343 5574)
    - Mr. Lam Ka Wai (Contact no. : 9729 0003)
  - 1 teacher-in-charged must be sent from each school

#### Remarks: Name and the contact no. of teachers will be confirmed on 26/11

- Control setting & collecting: (2-3)
- First aid: WYC Red Cross (3)
- 
- Pre-start check up: (2)
- Race announcing & map distributing: (2)
- Finish control officer: (1)
- IT: (2) (To be confirmed after the pre-trip on 26/10)
- Water station (1): (1-2)
- Race instructors: (0-2) (To be confirmed after the pre-trip on 26/10)

An organizing committee consists of 15 people is formed.

They are responsible for designing of checkpoint games, as well as ordering of souvenirs and insurance.



**Fig 2:** Punching using an Si-Card



IV. Promotion

Before the events

- Posters will be completed by 26/10
- Promotion period: 27/10 - 9/11
- All participants list and helpers list must be completed by all schools by 10/11

After the events

- Photos will be taken at the competition and post on Instagram after the competition.

V. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Coloured Posters	15	\$1			\$15	-\$15
Map	60	\$5			\$300	-\$300
Compass	40	\$12			\$480	-\$480
Prizes	1	\$600			\$600	-\$600
Insurance	1	\$300		\$300	\$300	+\$0
Adult Supervisor	1	\$900			\$900	-\$900
Registration Fee	60	\$20		\$1200		+\$1200
<b>Total</b>						<b>-\$1095</b>

**VII. Contingency plan**

(Please refer to **Attachment 3**)



## 4. Dodgeball (Houses)

### I. Aims

- To promote the importance of teamwork
- To strengthen the bond between the Students Union and Four Houses

### II. Details

2.1 Date: Late November(to be confirmed)

2.2 Venue: volleyball court

2.3 Work allocation

- A series of competition between Houses will be organized by the four houses
- A star competition will be added

2.4 Star competition

#### Participants

Teacher advisor, committee and sub-committee member of Students Union and Four Houses

#### Details

2 teams will be separated by drawing

Rules of competition: to be confirmed

### III. Promotion

#### Before the events

- Poster will be posted on boards and instagram in one to two weeks before the events

#### After the events

- Photos will be taken at the competition and post on Instagram after the competition.

### IV. Budget and estimated expenditure

Further discussed with the four houses



# Wycmerakshare

## I. Aims

- To help students to find their interests through various promotional activities and competitions
- Help identify wayingers by sharing their similar interests so that a better solidarity with schoolmates can be achieved
- To provide a platform for students to know more about the details of activities and be attracted in different types of activities
- To broaden students horizons by inviting them to join different type of activities
- To strengthen the bond between wayingers by having a better understanding of each others
- To give support to students participated in different activities, so as to improve the atmosphere of school

## II. Details

2.1 Date: 4th November (IG page); second term (webpage)

2.2 Target group: Wa Ying Students, teachers

2.3 Details of information shared:

- Introduction to the event
- Wa Ying School Calendar (Events)
- Event Details
- Registration information
- Schoolmates' achievements
- 50th Anniversary Promotion



#### 2.4 process

##### Activity and competition

1. After receiving the information of the activities outside the school or on campus, the information will be sent to the google drive of our Student Union email by teachers.
2. As soon as we understand and organize it, a post will be posted to promote it to schoolmates.
3. The google form will always be placed in the IG page of the Student Union so that students fill in the form themselves.
4. After the deadline, the applicants will be sorted out and will be handed over to the responsible teacher.

##### Finals promotion

1. Whenever there are academic finals, large-scale competitions, etc. (such as the Sing Tao Debate Competition, etc.), the time and venue information of the finals can be sent to the google drive of our Student Union email by the responsible teachers.
2. Promotion will start a week ago to let students to know about it earlier and cheer for the players.

#### III. Promotion

- Introducing the student version in assembly
- Posting posters on social media and boards
- Sending email to introduce the teacher version



# Amendment to the Constitution of Student Union

## I. Aim:

- To increase efficiency by comprehending the constitution
- To systemize the operation of each cabinet
- To clarify the arrangement of Student Union
- To create an open and clear platform for others to supervise the Student Union

## II. Details

### 2.1 date

Date	Details
Early November (1st of November to 15th of November)	Collection of members signature for the agreement of the amendment
Late November (16th November to 30th November)	Idea will be passed to the advisor (teacher) by the General Assembly
December	A legislative Council are formed, details of the amendment will be further discussion
January	the adoption of Constitution of Student Union will be discussed in the student teach council

### 2.2 Amendment

- Comprehending details of the form of Advisory Board members
- The clarification of meeting flow

## III. Contingency plan

If our arrangement cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, they will be proceeded to the next day. For the Student teacher council, the redraft date will be discussed with the chairperson of the General Assembly



# Training day of sub-committee

## I. Aims

- To guide sub-committees to be a responsible, innovative and self-motivate person
- Help sub-committees to be fully prepared for the upcoming works
- To strengthen the bond between the team and departments

## II. Details

2.1 Date and time: 4:00-7:00, 12-13th November

2.2 Venue: Hall, classroom of 2/F

2.3 Participants: all committees and sub-committees ( around 100 people)

2.4 Programme

### First Day of training

- Aims: To strengthen the bond between the team and departments

Time	Programme
4:00-4:05	Introduction of committee members and departments
4:05-6:30	Detective game
6:30-7:45	Remarks of advisors and president
6:45-7:00	Illustration of the detective game

### Second Day of training

- Aims: Help sub-committees to be fully prepared for the upcoming works

Time	Programme
4:00-4:30	Ice breaking game
4:30-5:15	Introduction of meeting arrangement
5:15-6:00	Introduction of empathy map
6:00-6:15	Remarks of advisors and president



III. Promotion

Before the training

Details will be posted on instagram story and whatsapp group to inform the sub-committees a week before

After the training

A review video will be posted on instagram 1 weeks after the events

IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantit</u> y	<u>Price(HKD</u> )		<u>Income</u>	<u>Expenditur</u> e	<u>Balance</u>
Game Materials	1	\$25			\$25	-\$25
Prizes(snacks)	7	\$150			\$150	-\$150
<b>Total</b>						<b>-\$175</b>

V. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.





# Christmas month

## I. Aims

- To provide a platform for students and teachers to share join of Christmas
- Given the fact that sports events promotion are usually overlapped and chaotic, we hope to combine the promotion period of various sports games
- To raise people attention of all different events

## II. Promotion

- Poster will be posted on boards and instagram in one to two weeks before the events
- Promotion video will be posted on instagram in one to two weeks before events



# 1. Internal Singing Contest

## I. Aims

- Provide a platform for students to show talent in singing.
- Introduce students with extracurricular activities that falls outside the realm of normal curriculum of academic education.
- Enhance students' cohesion towards the school and peers.

## II. Details of the event

2.1 Date: Heats:19/11/2019,21/11/2019

2.2 Final: 5/12/2019

2.3 Time: 16:00-18:00

2.4 Venue: School hall

2.5 Application period: to be confirmed

2.6 Target Participants : F1-F6 students in Wa Ying College

2.7 Target Audience: F1-F6 students in Wa Ying College, alumni and teachers.

2.8 Number of finalists:16

2.9 Master of ceremony

- Heat Day 1: to be confirmed
- Heat Day 2: to be confirmed
- Final: 3A Li Ka Mei 4C Kee Lok Hin

Judges: to be confirmed



III. Preparation Schedule

Date	Progress
10/10/2019-15/10/2019	-Designing invitation cards for teacher adjudicators and rundown
15/10/2019-22/10/2019	-Completion of score sheets, vote sheets and application forms - Invitation of guest performers
22/10/2019-5/11/2019	-Promotion period (Posters, Promotion Video, Decoration on beverage cartons) -Invitation of teacher adjudicators
5/11/2019-11/11/2019	-Arrangement of rundown
11/11/2019-18/11/2019	-Confirmation of MC scripts
12/11/2019	-Deadline of submitting lyrics and media files
18/11/2019	-Printing of score sheets and lyrics

IV. Qualifications of entering the final

12 students who scored the highest marks among judges' score and two students who get the highest vote per day can enter the final

V. Students Voting Procedure

- A voting box will be set up in the main entrance under the supervision of at least two sub-committees.
- The name lists of all classes will be prepared to record the voting of students.
- Students are only allowed to vote once, in which they can cast vote to three contestants on each vote.
- -Voting sheets will be put into the voting box after they have marked their name on the name list. However, their name should not be written on their voting sheet.



VI. Materials needed

- Application forms
- Score sheets
- Voting sheets
- Rundown Posters and promotional video
- Certificates for winners
- Desk bells

VII. Promotion

Before events

- A promotional video will be made and post on Instagram on 10th November.
- Poster will be posted on instagram and boards one to two weeks before the events
- Promotion stickers will be sticked on the drinks
- A sing con backdrop (neon light) will be made

After events

- Photos will be taken at the competition and post on Instagram after the contest.

VIII. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
<b>Total</b>						<b>-\$100</b>

IX. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.



## 2.Sweetie Express (Teachers' and staffs'

### Special)

#### I. Aims

- to provide a platform for students to thank our teachers' investment in teaching us.

#### II. Details

2.1 Application date: 25<sup>th</sup> November, 2019 - 26<sup>th</sup> November, 2019 (provisional)

2.2 Pay date: 27<sup>th</sup> November, 2019 - 28<sup>th</sup> November, 2019 (lunch period and after school 5:00 p.m.)

2.3 Packing and deliver dates: 29<sup>th</sup> November, 2019 - 5<sup>th</sup> December, 2019

2.4 Number of packages: 3 (each with 2-3 items)

2.5 Maximum Order number: 2000

2.6 Helpers

- Data of orders integration : Internal sub-committees
- packing of orders : Internal sub-committees
- Delivery of packages : Internal sub-committees

#### III. Promotion

- Poster will be posted on boards and instagram in one to two weeks before the events
- Thanksgiving card will be designed for students to write to teachers

#### IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Paper bag	80	\$0.5			\$40	-\$40
Purchase of refreshments	1	\$2000		\$2000	\$2000	+\$0
<b>Total</b>						<b>-\$40</b>

#### V. Contingency plan

- Orders will be cancelled if the price is not paid on time
- Student Union and the Internal Affairs Committee will have the right on making the final decision if there is arguments.



## 3.Sweetie Express (Students'

### Special)

#### I. Aims

- to provide a platform for students to give supports to their classmates and friend
- to foster the relationship between them

#### II. Details

2.1 Application date: 29th November, 2019 - 2nd December, 2019 (provisional)

2.2 Pay date: 3rd December, 2019 - 5th December, 2019 (lunch period and after school 5:00 p.m.)

2.3 Packing and deliver dates: 9th November, 2019 - 19th December, 2019

2.4 Number of packages: 3 (each with 2-4 items)

2.5 Maximum Order number: 10000

2.6 Helpers

- Data of orders integration : Internal sub-committees
- packing of orders : Internal sub-committees
- Delivery of packages : Internal sub-committees

#### III. Promotion

##### Before events

- A promotional video will be made and post on Instagram on 19th November
- Poster will be posted on instagram and boards one to two weeks before the events
- Thanksgiving card will be designed for students to write to their friends

##### After events

- Photos will be taken at the competition and post on Instagram after distribtuing



IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Tape	15	\$5			\$75	-\$75
Purchase of refreshments	1	\$19000		\$27000	\$19000	+\$8000
Stickers	300	\$0.2			\$60	-\$60
Cards	800	\$0.5			\$400	-\$400
<b>Total</b>						<b>-\$7465</b>

V. Contingency plan

- Orders will be cancelled if the price is not paid on time
- Student Union and the Internal Affairs Committee will have the right on making the final decision if there is arguments.



## 4. Joint School Christmas Ball

### I. Aims

- To widen participants' knowledge about different characteristics and identities through dinning/social activities.
- To give out opportunity for participants to meet more friends from other different background and other schools.
- To provide a platform for our schoolmates to equip themselves with formal socialising skills.

### II. Details of the Christmas Ball

2.1 Date: 23/12 1700-2000 (First Choice)

2.2 Participating schools:

- Wa Ying College
- St. Stephen's College
- St. Catherine's College
- St. Joseph's Anglo-Chinese School

2.3 Venue: Deadline (31/10)

2.4 Number of quota:

- Total quota:
- Quota for Each School :50-80

2.5 Fee to be collected from participants : Male: \$150; Female: \$120





## 2.6 Time arrangement

Programme	Time
Ice Break	15-30mins
Dancing (EDM)	20-30mins
Performance	10mins
Dancing (High)	20-30mins
Performance	10mins
Lucky Draw	10mins
Dancing (Romantic)	20-30mins
Performance	10mins
Dancing (Romantic)	20-30mins
Lucky Draw	10mins
Special Performance	10 mins



## 2.7 Work Allocation:

### Resources:

- Wa Ying College
  - Backdrop
  - Decoration of the venue
  - Food Bar → Welfare
- St. Stephen's College
  - Poster (Soft Copy)
  - Promotion video (Photog)
  - Lucky Draw
    - Total number of present : 8
    - Small Gift x 6 : Chocolate x 3 + Muji pack x 3
    - Special Gift x 2 : 情女裝書包
  - Photo Booth + 即影即有 \$10@1 (x150)
- St. Catherine's College
  - Performers
- St. Joseph's Anglo-Chinese School
  - Venue (deadline : 31/10)
  - Promotion video (script)
  - Flower (\$30x100)
  - Publication of Tickets

Remarks: all the budget plan must be handed on or before 14/11,  
1 performance should be provided from each school.

MV Major character + MC : 2 people from each school

- Wa Ying College (Girl)
- St. Stephen's College (Boy)
- St. Catherine's College (Girl)
- St. Joseph's Anglo-Chinese School (boy)

### Helpers:

An organizing committee consists of 40 people is formed.

Each school will send 10 people as helpers.

They are responsible for stage worker, food bar, public relation, reception,  
flower selling



III. Promotion

- Posters will be completed by 21/11
- Promotion period: 28/11-12/12
- All participants list and helpers list must be completed by all schools by 14/11

IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
<b>Total</b>						<b>-\$8000</b>

V. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.



# Joint School Oral Practice

## I. Aims

- To sharpen students' oral examination skill sets under the HKDSE guidelines and regulations.
- To provide a platform of academically exchange among form 6 students from different schools.

## II. Details of the event

### 2.1 English Division

- Date: 30th November, 2019 (Saturday)
- Organizing School: Wa Ying College
- Co-organizing Schools:  
HKBU Affiliated School Wong Kam Fai Secondary and Primary School  
Hoi Ping Chamber of Commerce Secondary School  
Pentecostal School  
Queen Elizabeth School  
Shun Tak Fraternal Association Seaward Woo College  
St. Joseph's Anglo-Chinese School

### 2.2 Chinese Division

- 14th December, 2019 (Saturday)
- Organizing School: Wa Ying College
- Co-organizing Schools:  
HKBU Affiliated School Wong Kam Fai Secondary and Primary School (PM)  
Pentecostal School  
Queen Elizabeth School  
Shun Tak Fraternal Association Seaward Woo College  
St. Joseph's Anglo-Chinese School

### 2.3 Time: 08:15-16:30

### 2.4 Venue: Wa Ying College

### 2.5 Target Students: F.5-F.6 Students, while F.6 students are in the first priority of the quotas and all the quotas are reserved in first-come-first-served basis

### 2.6 Deposit: \$50

- Note that the deposit will be returned to attendees who have taken their attendance in the deposit counter on that day

### 2.7 If the participant did not attend the oral practice, deposits will not be refunded

### 2.8 Quota: 140 (Chinese), 210 (English)

Quota for Wa Ying College: 25 for each subject

### 2.9 Arrangement:

- All settings and groupings will strictly follow the HKDSE Oral Examination regulations and pattern
- A list of participants will be prepared in advanced. All participants must show



their student ID Card when enter the school venue

### III. Time Arrangement

- Each participant is required to arrive the waiting room according to the reporting time, which is 30 minutes before his/her examination time and get back his/her deposit in the counter of his/her corresponding school, in which only his/her school's helpers will be responsible for his/her school's participants, or else his/her deposits will not be refunded
- 45 minutes of preparation time is required for setting up the venue from 08:15
- Lunch break as well as the setting up of the afternoon section will start from 13:00-14:30
- There will be 7 sessions in total. Each session will last for 1 hour

#### 3.1 English Division

- There will be a total of 4 members in each group
- They will be transited to the preparation room. 10 minutes will be given for preparation of the group interaction with a cue card and an oral question provided.
- The oral practice consists of a 8-minute group interaction as well as a 1-minute individual response per participant
- There are 7 groups in each session

#### 3.2 Chinese division

- There will be a total of 5 members in each group
- The participants will be transited to the preparation room. 10 minutes will be given for preparation of the group interaction with an oral question and a cue card provided
- The oral practice consists of a 15-minute group interaction, including the 1-minute first round presentation for each participant
- There are groups in each session



### 3.3 Time slot of each group

Time	Procedure
(30)- (45)	Report to the deposit counter in waiting room.
(45)- (60)	Participants will be led to the preparation room and start their 10-minute preparation of the mock examination under the helpers' instruction.
00-02	Participants will be led to the examination room.
02-17	Participants should be settled down in the classroom and start their examination which requires approximately 15 minutes.
17-27	Participants will be given another question and start their 10-minute preparation of the mock examination under the helpers' instruction.
27-43	Participants will start their examination which requires approximately 15 minutes. Also, the participants of the next time slot will start their preparation.
43-60	Teachers will give feedbacks and comments according to the performance of participants. There will be a short break between each session in case of delayal.

### 3.5 Full Day Time Table (including reporting time)

Setting up venue and preparation	08:15-09:00
1sttime slot	09:00-10:00
2ndtime slot	10:00-11:00
3rdtime slot	11:00-12:00
4thtime slot	12:00-13:00
Lunch break	13:00-14:30
5thtime slot	14:30-15:30
6thtime slot	15:30-16:30
7thtime slot	16:30-17:30



IV. Room Arrangement

- 6 exam rooms are needed for English Division and 5 rooms are needed for Chinese Division. 1 room is as preparation room and waiting room respectively.

V. Arrangement of teacher examiners

- Each school will invite 1 subject teacher according to the subject of oral practice they have participated, while each teacher examiner is required to prepare 2 examination questions
- There will be 1 teacher examiner in each examination room
- All English and Chinese teacher examiners will arrive at 08:30

VI. Work allocation of helpers

6.1 English Division

- Each school will send out 2 helpers according to the subject they have participated in, while the external affairs committee (WYC) will send out 5 helpers as the organizer.
- Total number of helpers : 21
- Helpers at counter : 1 from each school
- Helpers at waiting room : 3
- Helpers leading participants to examination room : 8

6.2 Chinese Division

- Each school will send out 2 helpers according to the subject they have participated in, while the external affairs committee (WYC) will send out 5 helpers as the organizer.
- Total number of helpers : 17
- Helpers at counter : 1 from each school
- Helpers at waiting room : 3
- Helpers leading participants to examination room : 8



VII. Preparation Schedule

Date	Progress
07/10-13/10	Designing invitation cards for teachers
15/10-19/10	Giving out invitation cards to subject teachers
22/10	Confirmation of drafts of promotion posters
28/10	Confirmation of the availability of teacher examiners of both Chinese and English Division
22/10-5/11	-Promotion period (Poster) -Booking of classrooms as preparation room, waiting room, and examination rooms *Room 104 and 105 are preferred as the waiting room
5/11	-Confirmation of examination questions -Handing in participants' list
8/11	-Collecting deposit from applicants -Making the draft of timetable
11/11	Confirmation of time table with applicants
12/11-15/11	-Purchase of needed materials and sundries -Printing of examination questions and materials needed -Preparation of souvenirs for teacher examiners

VIII. Materials needed

- Cue cards \* 700
- Timers \* 13
- Water for teacher examiners \* 12
- Stationeries

IX. Promotion

- The poster of the Chinese and English Division will be designed by Wa Ying College.

X. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
<b>Total</b>						<b>-\$100</b>

XI. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.





# Lustre Issue 65

## I. Aims

- intend to help Wayingers to understand themselves from different angle
- explore potentials in Wayingers
- let Wayingers look into issues happening around the world sensibly through different perspectives
- encourage students to rid themselves of self-imposed restrictions and to come up with a new take of matters taking place around us

## II. Content of Lustre Issue 65

### 2.1 Our People (Interview of our new vice-principal and new teachers)

Purpose:	<ul style="list-style-type: none"> <li>➤ to cultivate the sense of belonging of every Wayinger by introducing the new members of Wa Ying this year</li> <li>➤ to foster the relationship between every Wayinger, including students, teachers, vice-principals and the principal</li> <li>➤ to build a harmonious atmosphere in school</li> </ul>
Content:	<ul style="list-style-type: none"> <li>➤ interview of our new vice-principal and new teachers, including Ms. Chung, our new vice-principal, as well as our new teachers Mr. Tsang, Ms. Yu, and Ms. Lam</li> </ul>

### 2.2 Spotlight (Interview of Mr. Lee Chun Yin, about his journey around the world)

Purpose:	<ul style="list-style-type: none"> <li>➤ let students know about Mr. Lee's experiences, discoveries and achievements during his trip</li> <li>➤ anticipate students to be inspired by him to explore themselves, followed by having reflections on what they could try in secondary school life</li> <li>➤ to motivate students to discover something new in themselves</li> </ul>
Content:	<ul style="list-style-type: none"> <li>➤ Interviewing through Mr. Lee</li> <li>➤ to find out the reason why Mr. Lee started his travel</li> </ul>



### 2.3 Cultural Plaza (Chinese Opera)

Purpose:	<ul style="list-style-type: none"><li>➤ inspire students to make changes</li><li>➤ let students to learn from others and improve themselves</li><li>➤ to clear the misconception that traditional Chinese culture is just something obsolete and boring</li></ul>
Content:	<ul style="list-style-type: none"><li>➤ the modern elements included in Chinese Opera which arouse the interest of youngsters</li><li>➤ discuss the evolution of Chinese Opera promoted</li></ul>

### 2.4 Issue (Environmental Protection---recycle and reuse)

Purpose:	<ul style="list-style-type: none"><li>➤ call upon concerns of Wayingers as global citizens on environmental protection</li><li>➤ to update students 'understandings of environmental protection around the world by introducing recent technologies and projects</li><li>➤ to encourage students to develop environmentally-friendly habits</li></ul>
Content:	<ul style="list-style-type: none"><li>➤ introduce the latest technology and new projects in environmental protection</li><li>➤ suggest small steps for Wayingers to take to help with environmental protection</li></ul>

### 2.5 TheFuture (Computer-Generated Imagery character)

Purpose:	<ul style="list-style-type: none"><li>➤ reflect upon the possible impacts brought by CGI influencers</li><li>➤ tell the truth that CGI influencers may possibly replace human models, singers and actors in the future</li></ul>
Content:	<ul style="list-style-type: none"><li>➤ Computer-generated imaginary influencers(CGI) are used as promotions actively in social media like Instagram</li><li>➤ include different opinions from the public as well as Wayingers in our column</li></ul>



### 2.6 Jailbreak of Mind (students' works)

Purpose:	<ul style="list-style-type: none"><li>➤ to provide a platform for Wayingers to share their own pieces of art, as well as to showcase their creativity and talents</li><li>➤ interaction between our Lustre team and schoolmates</li></ul>
Content:	<ul style="list-style-type: none"><li>➤ for Wayingers to share with schoolmates their ideas delivered by their own writings, photographs and drawings</li></ul>

### 2.7 Wayingers Spill it Out! (Student's views on the reconstruction of Waying and Some unknown and fun hobbies of Waying teachers)

Purpose:	<ul style="list-style-type: none"><li>➤ The question about the reconstruction of Waying is to let students show their creativity and express their opinions on the reconstruction of Wa Ying and allow Wayinger's voice be heard on this issue</li></ul>
Content:	<ul style="list-style-type: none"><li>➤ Students' expectations on the new campus</li><li>➤ Students' image on "dream school"</li></ul>



III. Details of publishing

3.1 Issue 65 would be published in the 1st term and distributed before the 21st February 2020

3.2 Number of pages: 28 (including the covers)

3.3 Number of copies: 800

3.4 Language and pages about each column:

Section	Topic	No. of Pages	Language
Our People	Interview of our new vice-principal and new teachers	4	English
Spotlight	Interview of Mr. Lee Chun Yin (about his journey around the world)	4	Chinese
Cultural Plaza	Chinese Opera (e.g. Cantonese Opera)	4	Chinese
Issue	Environmental Protection--- recycle and reuse	4	Chinese
TheFuture	Computer-Generated Imagery character	3	English
Jailbreak of Mind	Students' works	4	English + Chinese
Wayingers Spill it Out!	Student's comments on their dream school and about the Waying Ying reconstruction	2	English

3.5 Addiction:

- The electronic version of Lustre would be uploaded on the webpage of Student Union for review.
- QR code would be provided for extended reading materials. (video, article, etc.)



### 3.6 Work Allocation:

#### Helpers:

- Chinese Journalist:  
Tsang Hin Lam, Chan Cheuk Lam, Chen Lai Yiu, Wong Tsz Shing, Shang Yi Le, Wu Lok Kwan, Ng Mei Ying, Fung Tsz Yan
- English Journalist:  
Wong Serena Yee-On, Kwan Wing Yan, Kwan Man Ching, Kwok Wing Gi, Lam Ching Yan, Cheong Ki Chin, Chan Ka Man, Wong Kai Lai
- Typesetter:  
Li Yue Han, Wu Lok Kwan, Chung Ho Hang, Chung Kiu Wai, Lo Lok Man, Lam Pui Shan
- Secretary:  
Wong Kai Lai
- Finances:  
Lam Ching Yan

### 3.7 Working Timeline

Month	Item(s)
October	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> department meeting (3 lunchtimes)               <ol style="list-style-type: none"> <li>1. Set deadlines for the 1<sup>st</sup> drafts of Issues</li> <li>2. Topics confirmation</li> </ol> </li> <li>➤ Submission of proposal of Lustre Issue 65</li> <li>➤ Workshops for journalists and typesetters</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ First draft from Journalist</li> <li>➤ Confirmation of the deadline for typesetters</li> <li>➤ Start cover designing and editing</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Finalize all the articles (proofread by advisors)</li> <li>➤ Finalize the design and typeset</li> <li>➤ Hand in the finalized Lustre Issue 65</li> <li>➤ Hand in the quotations of 3 different printing shops</li> </ul>
January (Before Exam/ During Christmas holiday)	<ul style="list-style-type: none"> <li>➤ Hand in the finalized quotation</li> <li>➤ Pay the deposit (after the approval from Ms. Lau, Ms. Chan and Ms. Lu)</li> </ul>
February	<ul style="list-style-type: none"> <li>➤ Collect the printed booklets</li> <li>➤ Distribute Lustre Issue 53</li> <li>➤ 2<sup>nd</sup> Department meeting</li> </ul>



IV. Promotion

- An instagram story will be posted before the distribution of Lustre Issue 65

V. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Copies of Lustre	800	\$15			\$12000	-12000
Shipping Fee	1	\$200			\$200	-\$200
Coloured Posters	15	\$1			\$151	-\$15
<b>Total</b>						<b>-\$12200</b>



# Sticker Design Competition

## I. Aims

- To provide a platform for students to show their talent of designing
- To create a time for the form six students to relax from the school suspension period

## II. Details

- Date: 13th April, 2020 - 27th April, 2020
- Theme: Daily life of students, Daily life of fighting the virus
- Platform: Submission through email
- Prize: a pack of masks (the first and second place winner of each theme)

## III. Promotion

### Before the events

- Posters will be completed by 26/10

### After the events

- Selected stickers pack will be shared through Instagram

## IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantit</u> <u>y</u>	<u>Price(HKD</u> <u>)</u>	<u>Income</u>	<u>Expenditur</u> <u>e</u>	<u>Balance</u>
masks	4	\$100		\$400	-\$400
<b>Total</b>					<b>-\$400</b>

## V. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.



# Wa Check

## I. Aims

- To create a time for the form six students to relax from the school suspension period
- To strengthen the sense of belonging of students in Waying by asking questions related to the school

## II. Details

2.1 Date: 7th May, 2020 - 13th May, 2020

2.2 Time: 14:00-16:00 each day

2.3 Platform: Instagram

2.4 Prizes: a Mildliner highlighter or a Sarasa pen (20% of participants randomly)

## III. Promotion

### Before the events

- Posters will be completed by 6<sup>th</sup> May, 2020

### After the events

- Instagram story will be posted the day after the events to inform the answer and number of prizes distributed

## IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantit</u> y	<u>Price(HKD</u> )		<u>Income</u>	<u>Expenditur</u> e	<u>Balance</u>
Mildliner highlighter	50	\$5.00			\$250	-\$250
Sarasa pen	50	\$4.90			\$245	-\$245
<b>Total</b>						<b>-\$495</b>

## V. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.





# Stationery Ordering

## I. Aims

- To promote welfare among students
- To allow students to purchase stationery at an affordable price

## II. Details of the event

2.1 Date of application: 2<sup>nd</sup> June, 2020 to 6<sup>th</sup> June, 2020

2.2 Date of payment: 8<sup>th</sup> June, 2020 - 10<sup>th</sup> June, 2020 (Recess and lunch period)

2.3 Packing and deliver dates : 15<sup>th</sup>-17<sup>th</sup> May, 2020 (provisional)

2.4 Ordering arrangement: Google form through email

2.5 Stationery company: 華新洋紙文具公司

2.6 Types of stationery:

- Ball pen
- Ball pen refill
- Gel pen
- Gel pen refill,
- Lead pen/pencil/pencil lead,
- Highlight pen,
- Correction tape/eraser,
- Other

## III. Promotion

- Posters will be completed by 29<sup>th</sup> May, 2020
- All stationery orders and helpers list must be completed by all schools by 7<sup>th</sup> May, 2020

## IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantity</u>	<u>Price(HKD)</u>		<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
Coloured Posters	15	\$1			-\$15	-\$15
Stationery(Total)	1	\$4000		\$4000	\$4000	\$0
<b>Total</b>						<b>-\$15</b>

## V. Contingency plan

Student Union and the Welfare Affairs Committees will have the right on making the final decision if there is arguments.



# Detective Game

## I. Aims

- To promote the importance of teamwork
- To create a time for students to relax from the pressure of study

## II. Details of the event

2.1 Date: mid of July (To be confirmed)

2.2 Time: 1:00-5:00 (To be confirmed)

2.3 Venue: Hall, classroom of 2-3/F

## III. Promotion

### Before the event

- Poster will be posted on instagram and boards one to two weeks before the events

### After the event

- A review video will be posted on Instagram 1 weeks after the events

## IV. Budget and estimated expenditure

<u>Items</u>	<u>Quantit</u> y	<u>Price(HKD</u> )		<u>Income</u>	<u>Expenditur</u> e	<u>Balance</u>
Game Materials	1	\$100			\$100	-\$100
Prizes(snacks)	7	\$25			\$175	-\$175
<b>Total</b>						<b>-\$275</b>

## V. Contingency plan

If our activities cannot be held because of the unforeseeable situations such as severe weather conditions or other situations, including typhoons or an outbreak of flu, our activities will be cancelled or to redraft a new date.



## Organizing Committee

Name	Post	Details	Email
Chloe Ho	President	5A (31)	s15039_hokawingchloe@waying.edu.hk
Gigi Lam	Vice president (Internal)	5B (24)	s15056_lamngachi@waying.edu.hk
Eric Yip	Vice president (External)	5B (15)	s15124_yipshinglam@waying.edu.hk
Kelly Or	Publicity	4C (25)	s16074_orpuiyee@waying.edu.hk
Joey Ng	Welfare	5B (29)	s15083_ngkayijoey@waying.edu.hk
Ken Yu	Secretary	5A (29)	s15126_yuchunhei@waying.edu.hk
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華英中學  
Wa Ying College



Proposed by,

Students Union Organising Committee

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Gigi Lam  
Vice Internal President

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Eric Yip  
Vice External President

Confirmed by,

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Mr. Lai Chor Yin  
Advisor

Approved by,

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Dr. Wun Chi Wa  
Principal of Wa Ying College