

ECA Reminders (1st term, 2021-2022)

| Item | Person-in-charge | Deadline |
|---|------------------------------------|------------------|
| 1. Input data of committee members on e-class * if the submitted softcopy has been updated, it should be uploaded to Q Drive | Chief Teacher Advisor | 23.9.2021 |
| 2. Submit Year Plan * hardcopy to the relevant Coordinator of the ECA Section * softcopy uploaded to Q Drive | Chief Teacher Advisor | 30.9.2021 |
| 3. Decoration of display board on the covered playground | Chief Teacher Advisor and Chairman | 4.10.2021 |
| 4. Online Recruitment Days (11-12.10.2021) * Each club & society (except those in Academic Groups) should prepare a promotional video to be uploaded to the school's ECA website and TEAMS (under "Form Coordination Activities"). The video (in mp4 format) of no more than 2 minutes should be uploaded to Q Drive. * Membership fees for 2021-2022 will be waived. * Club money should be kept by Chief Teacher Advisor. | Chief Teacher Advisor and Chairman | 5.10.2021 |
| 5. Hold 1 st General Member Meeting (by mid-Nov 2021) | | |
| 6. Hold at least 2 Committee Meetings (Oct 2021 – Jan 2022) * Teacher Advisors are encouraged to be present in all committee meetings | | |

Organise

- **at least 1 activity in the first term**
- **at least 3 activities throughout the whole school year, one of which has to be an online activity**
- **at least 1 post-exam activity**

School Website

Within 2 weeks after an activity is organised, prepare the following:

- **at least 6 photos taken in the activity**
- **a short description of the activity**

ECA Reminders (2nd term, 2021-2022)

| Item | Person-in-charge | Deadline |
|--|--|--------------------------------------|
| 1. Submit Mid-year Club Report * hardcopy to the relevant Coordinator of the ECA Section | Chief Teacher Advisor | 19.1.2022 |
| 2. Hold 2 nd General Member Meeting (by late Feb 2022) | | |
| 3. Hold at least 2 committee meetings (Jan 2022 – May 2022) * Teacher Advisors are encouraged to be present in all committee meetings | | |
| 4. Submit Proposal for Post-Exam Activities * hardcopy to ECA Mistress | Chairmen | 27.4.2022 |
| 5. Submit Chairman and Committee Member Nomination Form * hardcopy to ECA Mistress | Chairmen | 6.5.2022 |
| 6. Complete Expulsion Form Upload the completed Expulsion Form onto Q Drive Update membership status of committee members and general members on e-class | Chairmen Chief Teacher Advisor Chief Teacher Advisor | 31.5.2022 |
| 7. Submit Annual Club Report * Softcopy uploaded to Q Drive * Hardcopy to the relevant Coordinator of the ECA Section | Chairmen and Chief Teacher Advisor | 31.5.2022 |
| 8. Submit Merit Form * hardcopy to ECA Mistress | Chief Teacher Advisor | 31.5.2022 |
| 9. Organise at least 1 post-exam activity (27.6.2022 – 13.7.2022) | | |

Organise

- **at least 1 activity in the first term**
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- **at least 1 post-exam activity**

School Website

Within 2 weeks after an activity is organised, prepare the following:

- **at least 6 photos taken in the activity**
- **a short description of the activity**

Coordinators of the ECA Section

| Coordinators | Clubs and Societies |
|------------------------|--|
| Mr. TH Lin (3/F) | Academic groups <ol style="list-style-type: none"> 1. Accounting, Commerce and Economics Society 2. Chinese History Society 3. Chinese Language Society 4. English Language Society |
| K Cheung (2/F) | Academic groups <ol style="list-style-type: none"> 1. Geography Society 2. Liberal Studies Society 3. Putonghua Society 4. STEM Society |
| Mr. CK Chu (PE Office) | Interest groups <ol style="list-style-type: none"> 1. Astronomy Club 2. Conservancy Club 3. Model Club 4. Movie Club |
| Mr. KW Lam (3/F) | Interest groups <ol style="list-style-type: none"> 1. Aerospace Society 2. Transport and Logistics Club 3. Board Game and Chess Club |
| Mr. HW Lee (PE Office) | Religious and Service Groups <ol style="list-style-type: none"> 1. Catholic Society 2. Community Youth Club 3. Voluntary Services Group |
| Ms. MK Tse (2/F) | Art Groups <ol style="list-style-type: none"> 1. Drama Club 2. Music Club 3. Photography Club 4. Visual Arts Club |
| Ms. YY Lam (3/F) | Uniform groups <ol style="list-style-type: none"> 1. Red Cross 2. Scout |