Appendix XV

ECA Reminders (1st term, 2026/27)

Item	Person-in-charge	Deadline/ Dates
1. Submit Committee Member List • hardcopy to ECA Mistress • softcopy to be uploaded to Q Drive	Chief Teacher Advisor	**23 Sep 2026**
2. Submit Year Plan • hardcopy to the ECA Coordinator • softcopy to be uploaded to Q Drive	Chief Teacher Advisor	**9 Oct 2026**
3. Decorate display board on the covered playground • the display board should include the name of club & society in English, names of committee members, summary of year plan, photos, etc.	Teacher Advisors and Chairman	**14 Oct 2026**
4. ECA Recruitment Days • Membership fees should be collected and kept by Chief Teacher Advisor • Enrolment Form should be kept by Chief Teacher Advisor or Chairman	Teacher Advisors and Chairman	**21 Oct 2026 - 22 Oct 2026 (12:05-13:00)**
5. **Member List** • **softcopy will be uploaded to ECA website**	**ECA Section**	**30 Oct 2026**
6. Hold 1st General Member Meeting (**by late Nov 2026**)		
7. Hold at least 2 Committee Meetings (**Oct 2026 – Jan 2026**) • Teacher Advisors are encouraged to be present in all committee meetings		

ECA Reminders (2nd term, 2026/27)

Item	Person-in-charge	Deadline
1. Submit Mid-year Club Report • hardcopy to ECA Coordinator	Chief Teacher Advisor	**20 Jan 2027**
2. Hold 2nd General Member Meeting (**by mid-Mar 2027**)		
3. Hold at least 2 committee meetings (**Feb 2027 – May 2027**) • Teacher Advisors are encouraged to be present in all committee meetings		
4. Submit Proposal for Post-Exam Activities	Chief Teacher Advisor	**16 Apr 2027**
5. Submit Chairman and Committee Member Nomination Form • hardcopy to ECA Mistress	Chief Teacher Advisor	**3 May 2027**
6. Submit Annual Club Report • softcopy uploaded to Q Drive	Chairman submit to Chief Teacher Advisor	**25 May 2027**
	Chief Teacher Advisor submit to ECA Coordinator	**4 Jun 2027**
7. Submit Merit Form • hardcopy to ECA Mistress	Chief Teacher Advisor	**4 Jun 2027**
8. Input data of committee members and general members on e-class • service hours of committee members must be recorded on e-class	Chief Teacher Advisor	**11 Jun 2026**
9. Organise at least 1 post-exam activity (**23 Jun 2027 – 15 Jul 2027**)		

Suggested Maximum Service Hours

	Maximum hours allocated (From 1 Sept to 31 Dec)	**Maximum hours allocated** (From 1 Jan to 31 Aug)
Clubs & Societies		
Chairman of Clubs/Societies	20 h	25 h
Committee Member of Clubs/Societies	15 h	20 h

	Requirements for Clubs and Societies			
Clubs and Societies	B1) Academic Groups (without recruitment)	B1) Academic Groups (with recruitment)	B2) Religious & Services Groups B3) Art Groups	B4) Interest Groups
Number of meetings	- at least 4 committee meetings	- at least 4 committee meetings - at least 2 general meetings	- at least 4 committee meetings - at least 2 general meetings	- at least 4 committee meetings - at least 2 general meetings
Number of activities	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- subject to the arrangements of individual interest groups - at least 1 post-exam activity
Publicity	Within 2 weeks after an activity/ competition is organised, prepare the following to be published on the school website: (a) a short description of the activity/ competition (b) at least 6 photos taken in the activity/ competition			

	Requirements for	
	Committee Members	**General Members**
B1) Academic Groups (Without recruitment)	- Attend at least three committee meeting - Participate in at least two activities - Submit a mid-year club report and annual club report by the respective deadlines	N/A
B1) Academic Groups (With recruitment)	- Attend at least three committee meeting - Attend at least one general meeting - Participate in at least two activities - Submit a mid-year club report and annual club report by the respective deadlines	- Take part in at least two activities
B2) Religious & Services Groups B3) Art Groups	- Attend at least three committee meeting - Attend at least one general meeting - Participate in at least two activities - Submit a mid-year club report and annual club report by the respective deadlines	- Take part in at least two activities
B4) Interest Groups	- Attend at least three committee meeting - Attend at least one general meeting - Take part in at least 60% of all sessions - Submit a mid-year club report and annual club report by the respective deadlines	- Take part in at least 60% of all sessions

Membership fee (regardless of committee members or general members)

$50

B1) Academic Groups B2) Religious & Services Groups B3) Art Groups

$500

B4) Interest Groups

Coordinators of the ECA Section

Coordinators	Clubs and Societies
Ms OK Man (3/F)	**Academic Groups** ➢ Chinese History Society ➢ Chinese Language Society ➢ C&SD Society ➢ English Language Society
Ms WY Man (3/F)	**Academic Groups** ➢ BAFS Society ➢ Economics Society ➢ Geography Society ➢ Putonghua Society ➢ STEAM Society
Mr. CK Chu (3/F)	**Religious & Services Groups** ➢ Catholic Society ➢ Community Youth Club ➢ Voluntary Services Group
Mr. KP Tsang (3/F)	**Art Groups** ➢ Drama Club ➢ Music Club ➢ Visual Arts Club
Ms. CK Cheung (3/F)	**Interest Groups** ➢ Aerospace Society ➢ Chess Club ➢ Ecology Club ➢ Home Economics Club
Mr. TH Lin (3/F)	**Interest Groups** ➢ Japanese Culture Studies Club ➢ Multimedia Production Club ➢ Model and Hand Made Club ➢ Percussion Club ➢ Volleyball Club
Ms. YY Lam (3/F)	**Uniform Groups** ➢ Red Cross ➢ Scout