

ECA Reminders (1st term, 2024-2025)

Item	Person-in-charge	Deadline/ Dates
1. Submit Committee Members List <ul style="list-style-type: none"> • hardcopy to ECA Mistress • softcopy to be uploaded to Q Drive 	Chief Teacher Advisor	23.9.2024
2. Submit Year Plan <ul style="list-style-type: none"> • hardcopy to the ECA Coordinator • softcopy to be uploaded to Q Drive 	Chief Teacher Advisor	7.10.2024
3. Decorate display board on the covered playground <ul style="list-style-type: none"> • 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	10.10.2024
4. ECA Recruitment Days <ul style="list-style-type: none"> • Membership fees should be collected and kept by Chief Teacher Advisor • Enrolment Form should be kept by Chairman 	Teacher Advisors and Chairman	16.10.2024 - 17.10.2024 (12:05-13:00)
5. <u>Member List</u> <ul style="list-style-type: none"> • <u>softcopy will be uploaded to Q Drive: YY Lam and ECA website</u> 	<u>ECA Section</u>	<u>29.10.2024</u>
6. Hold 1st General Member Meeting (by mid-Nov 2024)		
7. Hold at least 2 Committee Meetings (Oct 2024 – Jan 2025) <ul style="list-style-type: none"> • Teacher Advisors are encouraged to be present in all committee meetings 		

ECA Reminders (2nd term, 2024-2025)

Item	Person-in-charge	Deadline
1. Submit Mid-year Club Report <ul style="list-style-type: none"> • hardcopy to ECA Coordinator 	Chief Teacher Advisor	20.1.2025
2. Hold 2nd General Member Meeting (by late Feb 2025)		
3. Hold at least 2 committee meetings (Feb 2025 – May 2025) <ul style="list-style-type: none"> • Teacher Advisors are encouraged to be present in all committee meetings 		
4. Submit Proposal for Post-Exam Activities <ul style="list-style-type: none"> • hardcopy to ECA Mistress 	Chief Teacher Advisor	2.4.2025
5. Submit Chairman and Committee Member Nomination Form <ul style="list-style-type: none"> • hardcopy to ECA Mistress 	Chief Teacher Advisor	2.5.2025
<ul style="list-style-type: none"> • Submit Annual Club Report • softcopy uploaded to Q Drive • hardcopy to ECA Coordinator 	Chief Teacher Advisor and Chairman	29.5.2025
6. Submit Merit Form <ul style="list-style-type: none"> • hardcopy to ECA Mistress 	Chief Teacher Advisor	3.6.2025
7. Input data of committee members and general members on e-class <ul style="list-style-type: none"> • service hours of committee members must be recorded on e-class 	Chief Teacher Advisor	10.6.2025
8. Organise at least 1 post-exam activity (24.6.2025 – 10.7.2025)		

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 & Societies	B1) Academic Groups	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
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	- subject to the arrangements of individual interest groups - at least 1 post-exam activity
Publicity	<p>Within 2 weeks after an activity/ competition is organised, prepare the following to be published on the school website:</p> <p>(a) a short description of the activity/ competition</p> <p>(b) at least 6 photos taken in the activity/ competition</p>		

Coordinators of the ECA Section

Coordinators	Clubs and Societies
Mr. SS Poon (3/F)	Academic Groups <ul style="list-style-type: none"> ➤ BAFS Society ➤ Chinese History Society ➤ Chinese Language Society ➤ C&SD Society
Mr. KH Ng (3/F)	Academic Groups <ul style="list-style-type: none"> ➤ Economics Society ➤ English Language Society ➤ Geography Society ➤ Putonghua Society ➤ STEM Society
Mr. CK Chu (3/F)	Religious & Services Groups <ul style="list-style-type: none"> ➤ Catholic Society ➤ Community Youth Club ➤ Voluntary Services Group
Mr. YK Poon (3/F)	Art Groups <ul style="list-style-type: none"> ➤ Drama Club ➤ Music Club ➤ Visual Arts Club
Ms. CK Cheung (3/F)	Interest Groups <ul style="list-style-type: none"> ➤ Aerospace Society ➤ Chess Club ➤ Dance Club ➤ Ecology Club ➤ Fencing Club
Mr. TH Lin (3/F)	Interest Groups <ul style="list-style-type: none"> ➤ Home Economics Club ➤ Japanese Culture Studies Club ➤ Multimedia Production Club ➤ Model and Hand Made Club ➤ Volleyball Club
Ms. YY Lam (3/F)	Uniform Groups <ul style="list-style-type: none"> ➤ Red Cross ➤ Scout