

# unicefClub Activity Report

Please submit the form in two-week after activity, by email to [club@unicef.org.hk](mailto:club@unicef.org.hk). Please send us the photos of activity by email for the purposes of education and promotion.

School Name: \_\_\_\_\_  
Student: \_\_\_\_\_ Position: \_\_\_\_\_

## Detail of Activity

Activity Name: \_\_\_\_\_  
Nature: \_\_\_\_\_ Fundraised: \_\_\_\_\_ HK\$  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Participant Reached: \_\_\_\_\_  
Target: \_\_\_\_\_ Student / Teacher / Parents / Others please specify:  
Promotion: \_\_\_\_\_ Assembly / School Announcement / Poster / Notices / Intranet / Facebook /  
Others please specify: \_\_\_\_\_

## Description of the Activity:

## Objective(s) of the Activity:

## Evaluation

Please evaluate the Activity in the following areas:

1. Overall Activity/Performance	
2. Group Teamwork (Any unforgettable moment? Any difficulty faced?)	
3. Reflection & Suggestions (If you have the chance to hold the same activity again, which part(s) can be improved? How?)	

# unicef*Club* Activity Report

## Financial Report

Activity Income		Amount (HK\$)	
Item(s)		Dollar	Cent
1			
2			
3			
<b>Total Income</b>			

Total Amount for Donation 

--	--

Remarks: Donation will be allocated to UNICEF's programmes worldwide.

If reimbursement is needed, please complete the below and attach with original receipt(s). Please submit to us by post and keep a photocopy for your record. The process of reimbursement takes about a month.

Activity Expenditure		Amount (HK\$)	
Item(s)	Receipt No.	Dollar	Cent
1			
2			
3			
4			
5			
6			
<b>Total Expenditure</b>			

Total Amount of Reimbursement 

--	--

Remarks: Please mark the number for each receipt and stick it on a A4 paper in sequence, for easy checking.

### Reimbursement:

UNICEF HK will direct transfer the reimbursement amount to the bank provided below, please ensure all information is correct.

Bank Name : \_\_\_\_\_  
Bank Account No. : \_\_\_\_\_  
Bank Account Holder : \_\_\_\_\_

This Annual Report has been approved by Teacher-in-charge (Name: \_\_\_\_\_)