Please submit the form in two-week after activity, by email to 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: | Education / Advocacy / Fundraising | 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
 |  |
| 1. Group Teamwork

(Any unforgettable moment? Any difficulty faced?) |  |
| 1. Reflection & Suggestions

(If you have the chance to hold the same activity again, which part(s) can be improved? How?) |  |

Financial Report

|  |  |  |
| --- | --- | --- |
| Activity Income | Amount (HK$) |  |
| Item(s) | Dollar | Cent |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  | **Total Income** |  |  |  |
|  |  |  |  |  |
|  | 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 |  |  |  |  |  |
|  | **Total Expenditure** |  |  |  |
|  | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)