

**EXTRA-CURRICULAR ACTIVITIES COMMITTEE**

**I. AIMS**

1. To explore and develop students' potentials and talents to the fullest.
2. To train up students' leadership skills to equip them as future leaders of the society.
3. To instill and foster Christian virtues and values in students' daily lives.
4. To diversify students' life spectra through various extra-curricular activities.

**II. SITUATIONAL ANALYSIS**

**A. Strengths**

1. We had good amount of activities;
2. The funding from school was enough;
3. Many of the advisors were willing to take up the duties;
4. Many of the advisors got along well with the member students;
5. Some of the advisors were fully devoted in leading and organizing activities.
6. Well-designed and user-friendly EAC handbooks facilitated the administrative duties of club advisors and committee members.
7. EAC members are willing to offer financial assistance to advisors and students;
8. The school is supportive to develop students' talent;
9. The school encourages students to learn through channels other than classroom learning.
10. Funding/subsidy provided by school is enough.

**B. Weaknesses**

1. The variety of activities was not enough;
2. The activities were not led in an innovative way;
3. The deployment of advisors of activities still had room to improve;
4. The manpower from parents were being ignored in a long time;
5. The devotions of student leaders were inadequate.
6. Many students, especially those from senior forms, have difficulties in striking a balance between academic work and extra-curricular activities.
7. As most of the student committee members lack confidence and initiation in running activities due to their limited exposure and experience, many activities are still teacher-oriented.
8. Since the average workload of staff members is heavy, extra-curricular activities are usually put in their second priority.
9. Some teachers are still unaware of the purpose of extra-curricular activities in providing students all-rounded experiences.

**III. MAJOR CONCERNS 2008-09**

Committee/Subject Major Concerns	Address to School 08-09 Major Concern
1. To maintain the efficiency of administrative tasks related to extracurricular activities of the school	A.3, A.4
2. To encourage the students a high rate of participation in various types of extracurricular activities	B.3, B.5, B.6
3. To train up students' leadership with emphasis on building up the quality of "Aim high and go beyond limits"	B.3
4. To further foster an elite event	
5. To support teachers in their role as student group advisors	
6. To explore the potential of smart card system in the enrollment of ECA	

#### IV. OPERATIONAL STRATEGIES

TASKS	DESCRIPTION	EXPECTED OUTCOMES	SUCCESS CRITERIA/EVALUATION METHOD	Time scale	RESOURCES REQUIRED/ (BUDGET)	In-charge
<b>I. To maintain the efficiency of administrative tasks related to extracurricular activities of the school</b>						
<b>1.1 Administrative Management</b>						
1.1.1	Year Plan and Budgeting	All plans, reports and budgets well-prepared and completed	Clear and accurate plans and reports	May-Jul 09	Plans and reports of previous years. Regular collection of updated information	LYC
1.1.2	EAC Reports			Staff meetings 08-09, Aug 09		LYC
1.1.3	Conducting Committee Meetings	Issues related the duties of the committee are well discussed and reported	High attendance of team members and efficiency in the use of meeting time	Aug, Nov 08, Mar, Jun 09	Meeting room	LYC
1.1.4	Taking Committee Meeting Minutes		Completeness of minutes	Aug, Nov 08, Mar, Jun 09		CSM /SLP/ WTK/ WWL
1.1.5	Allocation of Resources: work files, lockers and notice board	Resources are well-allocated to student groups	Minimum cases of complaints from student leaders and advisors	Aug, Sept 08	Work files, lockers and notice boards	LYC
1.1.6	Assuring the use of English in announcement and posting material	All internal announcements and propagandas are using proper English	Less than 3 reminders for each ECA groups	Whole year	Manpower and time for regular inspection	LYC/ CSM/ SLP
1.1.7	Management of EAC Boards	Well organized and updated in term of both internal and external events	Positive feedback from teachers	Whole year	Notice board	LYC/ WWL
1.1.8	Revise EAC Handbooks for Advisors and Students	Update the handbooks with new changes of the policies and guidelines related to ECA	Positive feedback from student leaders and advisors	Aug, Sept 08	EAC Handbooks for Advisors and Students (\$600)	LYC
1.1.9	Distribution & Management of External Leaflets, Circulars, Posters, and References	Appropriate teachers receive the materials for further reference and promotion	Materials are passed to relevant teachers	Whole year	Promotion materials from outside bodies	LYC
1.1.10	Monitoring Regular ECA Meetings and regulating Mass Programs	Time, venue, frequency, attendance, activities in the meeting are well-monitored	Regular meetings and mass programs smoothly carried out with reasonable attendance	Sept 08 to Jul 09	Activity records from student groups	LYC
1.1.11	Assisting SEAC to develop a filing and recording system for formulating the self-learning portfolio	ECA participation as part of other learning experience is properly recorded	Meet the requirement of NSS; produce a preliminary format for further development	Sept 08 to Jul 09	Time and cooperation with other groups	LYC
<b>1.2 Coordination of Whole-school Events</b>						
1.2.1	School Picnic	Students gain relaxation from outdoor activities. Class morale is aroused.	Positive feedback from teachers and students on the related administration	Dec 08	Transportation, sites, liaison with the police; time slot for morning assembly; assistance from class teachers	*WTK/ LYC
1.2.2	Monitoring Long Holiday EAC Group Activities	Time, venue and safety measures are well-monitored	Holiday activities smoothly and safely carried out	Dec 08, Jan-Feb, Apr 09	EAC Group Activities organized by different bodies	LYC
1.2.3	Monitoring Summer Holiday EAC Group Programs			May-Aug 09		LYC
1.2.4	Post-exam activities	Students gain life-wide learning experience through participating in activities organized by various groups	Activities with wide variety are offered to students; Positive feedbacks from students and teachers	May to Jul 09	Programs offered by committees, subjects, student groups and external bodies; appropriate venues	*CSM/ WWL
<b>1.3 House Affairs</b>						
1.3.1	Joint House Captains' Meeting	Two meetings per year, in which the collaboration among houses are discussed	Inter-house events are well coordinated; workload of house officials is not excessive.	Oct 08, Feb 09	Meeting room	CSM
1.3.2	House Chief Advisors	The implementation of plans of the four houses are well monitored	Positive feedback from students and teachers	Sept 08 to May 09	Previous record of house	SLP/ CSM/ WWL/ WTK
1.3.3	Allocation of New Teachers and Students to Various Houses	New teachers and students are allocated in to the four houses	A well-balanced teacher allocation in the four houses	Aug 08	List of new teachers and students	LYC

TASKS	DESCRIPTION	EXPECTED OUTCOMES	SUCCESS CRITERIA/EVALUATION METHOD	Time scale	RESOURCES REQUIRED/ (BUDGET)	In-charge
1.3.4	Management of House Score Boards	Update scores of different inter-house competitions are well-listed on the board	Effective in capturing students' attention to the progress of the inter-house competitions	Nov 08, Apr 09	Notice board, score record from different inter-house competitions	CSM
<b>1.4 Evaluation</b>						
1.4.1	Inputting Membership Data to SAMs and Analysis	Advisors and class teachers completed the task on time	Accurate record; teachers' task completed on time	Oct 08, Jun 09	Advisors and class teachers' effort	WTK
1.4.2	Revising Questionnaires	Questionnaire updated with reference to the newest need of information	No typing error; able to collect information for evaluation and future development of schools' ECA	Apr 09	Old version of the questionnaire	CSM
1.4.3	Questionnaires to Students and Analysis	Statistical report accurately reflecting the situation of ECA of the school	Sufficiently large sample size; useful information indicated by statistical data	May 09	Questionnaire, form teacher's period; manpower for data entry	CSM
1.4.4	Questionnaires to Advisors and Analysis			May 09	Questionnaires; manpower for data entry	LYC
<b>2. To encourage students a high rate of participation in various types of extracurricular activities</b>						
<b>2.1 Promotion of ECA</b>						
2.1.1	F.1,4,6 Orientation Days	New students gain information and interest in participating ECA	Positive responses from students and teachers	Aug 08	Information about ECA of the school	LYC
2.1.2	ECA Assembly	ECA groups promote their activities in hall assembly		Sept 08	A time slot for junior form hall assembly; promotional programs offered by student groups; technical support from AVSG	WTK
2.1.3	ECA Day	Students apply for membership of student groups	Positive feedbacks from teacher advisors; majority of the student groups enrolled sufficient members	Sep 08	Various locations in campus; notice boards; financial assistance to student groups; electricity and IT supports; student leaders' preparation for activities and exhibitions	*WWL/ CSM
2.1.4	Joint-house Hall Assemblies	All students in the school gain information and excitement about the inter-house activities in the school year	Positive feedbacks from teachers and students	Oct 08	Time slot of junior and senior form hall assembly	WTK/ CSM/ WWL/ SLP
2.1.5	Whole-school promotion	Promote to the whole school for the variety and importance of ECA and instill a positive value on it as well.	High participation rate of ECA of the school	Oct 08 to May 09	Morning assembly, activities organized by outside bodies	LYC
<b>2.2 Monitoring Students' Participation</b>						
2.2.1	Monitoring Student ECA Participation	Collect list of students who has insufficient/excessive participation to ECA	All students except F.5 and 7 students are requested to join one activity. All junior form students take part in one to two student groups; no senior form students takes part in more than three student groups	Oct to Nov 08	SAMS record of student activities participation; extra manpower is needed	LYC/ WWL
<b>3. To train up students' leadership with emphasis on building up the quality of "Aim High and Go Beyond Limits"</b>						
<b>3.1 Student Development and Training</b>						
3.1.1	Student Leader Skills Training Workshop	First-time student leaders gain administrative and collaborative skills related to their respective positions	High attendance rate of student leaders; positive feedbacks collected from students through post-activity discussion or questionnaire	Oct 08	Assistance from external bodies and/or ex-student leaders (\$1000)	* SLP / CSM / Piano
3.1.2	Student Leader Training Program: "Aim High and Go Beyond Limits" as the theme	Potential student leaders in F.3 and F.4 gain skills positive attitude and experience in day camp, workshops and practicum		Jan to Feb 09	assistance from external bodies; extra financial support is also needed (\$5400)	*SLP/ LYC/
3.1.3	Promotion of Leadership Training Courses and Seminars	Students receive related information and are encouraged to apply for training programs organized by external bodies	No less than 20% of student leaders participate in training programs offered by external bodies	Oct 08 to Jul 09	Notice board; training programs offered by external bodies; promotional materials	LYC
<b>3.2 Student Awards</b>						

TASKS	DESCRIPTION	EXPECTED OUTCOMES	SUCCESS CRITERIA/EVALUATION METHOD	Time scale	RESOURCES REQUIRED/ (BUDGET)	In-charge
3.2.1	Outstanding Student Award Scheme	Student musician, sportsperson, visual artist dancer, actor/actress and voluntary worker of the year are selected	Students with talents in art, sports and voluntary services take initiative to get the nomination and the award	Jan to May 09	Observation by teachers and respective nomination for students with respective talent	LYC
3.2.2	Student Service Award Nominations of End Term Ceremony & Graduation Day	Students with outstanding service and good conduct receive service award	No abuse of nomination; overall number of nomination no more than 40	May to Jun 09		LYC
<b>3.3 Student Leaders Affairs</b>						
3.3.1	Uniform Student Leader Recruitment	Suitable candidates are selected to take up the leadership roles in all student groups	Smooth administration; results of applications released on time	Sept 08	Assistance from TA to process application forms; places for interview	LYC
3.3.2	Joint Student Leader Inauguration	Student leaders officially assume their leadership positions	Smooth rundown of the ceremony	Oct 08	Time slot of morning assembly; extra clerical assistance to print the certificates	LYC
3.3.3	Joint Student Leader Meetings	Student leaders receive information and values related to the operation of student groups	High attendance rate of student leaders; clear and complete documentation from student groups	Sept, Oct 08, Feb, May 09	ECA student handbook	LYC
<b>4. To further foster an elite event</b>						
<b>4.1 Supporting of Potential Elite Events</b>						
4.1.1	Establishing a special activity fund for external competition and excursion.	Enough financial support for potential elite event(s).	The potential elite event(s) can get enough support	Whole year	Extra funding and other supports: suitable venue and time slots, free from the time clashes with other programs. (\$2000)	LYC
4.1.2	Supporting Drama Club as the elite event	Extra financial support on student training and competition	2 formal trainings and 1 competition are expected	Whole year	Suitable venue and time slots for regular training and rehearsal (\$2000)	LYC
<b>5. To support teachers in their role as student group advisors</b>						
<b>5.1 EAC Groups Chief Advisor</b>						
5.1.1	Academic, Services and Sports Groups Chief Advisor	Advisors gain support in monitoring the administration and operation of student groups.	Problems related to the administration and operation of student groups are followed-up and resolved	Sept 08 to May 09	Time for personal contact with advisors	WTK
5.1.2	Art, Interest and Cultural Groups Chief Advisor			Sept 08 to May 09		SLP
<b>5.2 Recognition of advisors' effort and contribution</b>						
5.2.1	Souvenirs for advisors	Advisors gain recognition on their contribution to ECA and students' whole-person development	Advisors contribute more effort	Sept 08, Jun 09	financial resources for gifts to advisors	WTK/SLP
<b>6. To explore the potential of smart card system in enrollment of ECA</b>						
<b>6.1 Understanding the enrollment function of ECA in smart card system</b>						
6.1.1	Understanding the enrollment function of ECA in smart card system	Apprehend the basic function of this application in smart card system	Understand the prerequisite/initial conditions of the application	Aug to Nov 08	Experience of this application from other schools	LYC/WWL
6.1.2	Try out session of the enrollment function	Understand the advantage and disadvantage, Pros and Cons of the system	Sharing occasions with committee members to compare with the traditional method	Nov/Dec 08	Time reserved for the drill and sharing session	ALL

## V. EVALUATION

- To issue revised questionnaires and appraisals to teacher advisors, students and committee members for gathering feedback and evaluation on objectives and operational strategies.
- To conduct evaluations on all activities held with emphasis on the generic skills involved.
- To record the number of students participating in inter-school competitions, overseas trips and activities organized by external bodies, the number of student leader meetings held by each chief advisor and the number of performances from external bodies organized.

## VI. TEAM MEMBERS

- Mr. Lam Ying Choi (LYC) [Head]
- Mrs. Leung Chan Sau Man (CSM)
- Ms. Wong Wun Lam (WWL)
- Ms. So Lai Ping (SLP)
- Mr. Wong Tak Kuen (WTK)