**I·CARE Social Service Projects Scheme – Final Reporting Form**

**ver\_202208**

**PART A – APPLICANT INFORMATION**

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| --- | --- | --- |
| Applicant Type (Please on the right-hand side) | College / Faculty / Unit:  Registered Student Association:  Non-registered Student Association:  Individual Student(s): | |
| **Student Representative’s Information** | | |
| Surname | First name | |
| Tel | Email | |
| Major / Year | | SID |
| Expected Graduation Date |  | |

**PART B – REPORT**

**Project Details**

**B1i – Basic Information of Project**

|  |  |  |
| --- | --- | --- |
| Project Title (Chinese) |  | |
| Project Title (English) |  | |
| Project Location |  | |
| Project Theme (e.g. Youth poverty) |  | |
| Project Beneficiary | ­(Type) | (No. of people) |
| Duration (dd/mm/yy –dd/mm/yy) |  |  |

**B1ii – Summary of Project Achievement (English)** (Max. 200 words)

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**B1iii – Summary of Project Achievement (Chinese)** (Max. 200 words)

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**B2 – Background of Project**Describe and explain the social problem / issue your project is trying to resolve / discuss, and justify why your project is important. (Max. 200 words)

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**B3 – Aim and Objectives**

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| Aim: |
| Objectives: |

**B4 – Actual Schedule of Project**

Activities organised:

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| --- | --- | --- | --- |
| Date | Time | Location | Activities / Items |
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**B5 – Activities Organised**Please list out the activities your project has organised.

**Activity 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Time |  |
| Location |  | | |
| No. of CU Volunteers |  | No. of Beneficiaries |  |
| Description of Activity (Max. 50 words) |  | | |
| Impact and Outcome  (Max. 100 words) |  | | |

**Activity 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Time |  |
| Location |  | | |
| No. of CU Volunteers |  | No. of Beneficiaries |  |
| Description of Activity (Max. 50 words) |  | | |
| Impact and Outcome  (Max. 100 words) |  | | |

**Activity 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | Time | | |  |
| Location |  | | | | |
| No. of CU Volunteers |  | | No. of Beneficiaries |  | |
| Description of Activity (Max. 50 words) |  | | | | |
| Impact and Outcome  (Max. 100 words) |  | | | | |

**Activity 4**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Time |  |
| Location |  | | |
| No. of CU Volunteers |  | No. of Beneficiaries |  |
| Description of Activity (Max. 50 words) |  | | |
| Impact and Outcome  (Max. 100 words) |  | | |

*Please add more rows in the same format if necessary.*

**Evaluation and Reflection**

**B6 – Realisation of Proposal**

Review the measurable outcomes of the project defined in the Application Form. Describe i) what you have done to measure the outcomes; ii) the actual outcomes (i.e. what changes you have observed / found from the stakeholders).

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| --- | --- | --- |
|  | Expected Outcome *(copy from Section B6 of Application form)* | Methods of measurement and the actual outcome  (Max 150 words each) |
| Stakeholder 1 |  |  |
| Stakeholder 2 |  |  |
| Stakeholder 3 |  |  |
| Stakeholder 4 |  |  |

*Please add more rows in the same format if necessary.*

Has your project achieved the goal(s)? If yes, what did you do to achieve the goal(s)? If no, discuss what may have led to the failure in achieving the goal(s) and what you want to do. (Max. 400 words)

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Have you organised any extra activities which were beyond your proposed plan? If yes, please list the activities and explain the circumstances and purposes for organising them. Otherwise, please just write ‘N/A’. (Max. 300 words)

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**B7 – Understanding the Community / Beneficiary**

Have you gained deepened understanding of the served community / beneficiary? What is / are their need(s)? What problems are they facing? (Max. 300 words)

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Has your project met and / or addressed / resolved any of the above-mentioned needs and / or problems? If yes, please tell us how. If no, please discuss the reason(s). (Max. 300 words)

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In various aspects (e.g. social, cultural, political, policy and / or economic), what have the organising committee and the CU volunteers understood about the served community / society / country? (Max. 400 words)

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**B8 – Personal Development**

Please read the followings carefully:

* In this section, you will write on how the project has enhanced the personal growth of yourself or your groupmates.
* For reporting body from a student association (registered or non-registered in CUHK), 3 executive committee members of the student association should report for this part.
* For an individual reporting student, please just report as student representative 1.
* The reporting body must also invite at least 3 CUHK participants (volunteers) to write for this section of the report.

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| **Executive Committee Member 1** | **Name** | **Year** | **Subject/Major** |
|  |  |  |

Or

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Representative**  **1** | **Name** | **Year** | **Subject/Major** |
|  |  |  |

What is your role in the project? (Max. 50 words)

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| --- |
|  |

How has the project changed your understanding about the community and the society? (Max. 200 words)

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What have you learnt and understood about yourself? What are your strengths and weaknesses? How has the project helped you realise them? How would you improve yourself? (Max. 200 words)

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Has the project inspired / corrected you on what you learnt from the courses taken in the University? (Max. 200 words)

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| **Executive Committee Member 2** | **Name** | **Year** | **Subject/Major** |
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What is your role in the project? (Max. 50 words)

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How has the project changed your understanding about the community and the society? (Max. 200 words)

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What have you learnt and understood about yourself? What are your strengths and weaknesses? How has the project helped you realise them? How would you improve yourself? (Max. 200 words)

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Has the project inspired / corrected you on what you learnt from the courses taken in the University? (Max. 200 words)

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| **Executive Committee Member 3** | **Name** | **Year** | **Subject/Major** |
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What is your role in the project? (Max. 50 words)

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How has the project changed your understanding about the community and the society? (Max. 200 words)

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What have you learnt and understood about yourself? What are your strengths and weaknesses? How has the project helped you realise them? How would you improve yourself? (Max. 200 words)

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Has the project inspired / corrected you on what you learnt from the courses taken in the University? (Max. 200 words)

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| **CUHK Participant (Volunteer) 1** | **Name** | **Year** | **Subject/Major** |
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What is your role in the project? (Max. 50 words)

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How has the project changed your understanding about the community and the society? (Max. 200 words)

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What have you learnt and understood about yourself? What are your strengths and weaknesses? How has the project helped you realise them? How would you improve yourself? (Max. 200 words)

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Has the project inspired / corrected you on what you learnt from the courses taken in the University? (Max. 200 words)

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| --- | --- | --- | --- |
| **CUHK Participant (Volunteer) 2** | **Name** | **Year** | **Subject/Major** |
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What is your role in the project? (Max. 50 words)

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How has the project changed your understanding about the community and the society? (Max. 200 words)

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|  |

What have you learnt and understood about yourself? What are your strengths and weaknesses? How has the project helped you realise them? How would you improve yourself? (Max. 200 words)

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Has the project inspired / corrected you on what you learnt from the courses taken in the University? (Max. 200 words)

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| --- | --- | --- | --- |
| **CUHK Participant (Volunteer) 3** | **Name** | **Year** | **Subject/Major** |
|  |  |  |

What is your role in the project? (Max. 50 words)

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|  |

How has the project changed your understanding about the community and the society? (Max. 200 words)

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What have you learnt and understood about yourself? What are your strengths and weaknesses? How has the project helped you realise them? How would you improve yourself? (Max. 200 words)

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Has the project inspired / corrected you on what you learnt from the courses taken in the University? (Max. 200 words)

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**PART C – SUSTAINABILITY AND CONTINUATION**

In your project, what have you done to continue the project’s impact on the community and / or raise the public awareness on the issues that are of concern to your project? (Max. 200 words)

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What will you do to continue your project, sustain the enthusiasm of your group and your CUHK participants? (Max. 200 words)

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What is your plan for your project / your initiative to contribute to improving the problems you are concerned with? (Max. 200 words)

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**PART D – DATA FOR STUDENT DEVELOPMENT PORTFOLIO\***

**D1 – Total amount of Service Hours**

Summarise an average total amount of service hours of ONE student participant.

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| --- | --- | --- | --- |
| **Activity** | | **Period / Date** | **Duration (hr.)** |
| 1 | *e.g. Preparation Meetings* |  |  |
| 2 | *e.g. Outdoor Service* |  |  |
| **Total amount of Hours** | | |  |

**D2 – Student Participants List****#**

Provide information of all executive committee members and student participants who have taken part in the project for more than 8 hours.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Full Name (English)** | **Full Name (Chinese)** | **SID** | **College** | **Major** | **UG/PG** | **Year** | **Email Address** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

*Please add more rows in the same format if necessary.*

\* This part only applies to full-time undergraduate students.

**#** The personal information collected will only be used for Student Development Portfolio and will not be disclosed to any third parties without students’ prior consent.