

Proposer’s Name

ID number :

Contact number :

Event :

Date :

Organiser :

Email :

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**Objectives**:



**Event flow:**

|  |  |
| --- | --- |
| **Date & Time** | **Remarks** |

Group Challenges/ Difficulties:

Recommendations:

**Statement of Accounts [Use form - optional]**

**Conclusion**

Submitted and reported by

Name :

Position :

Date:

**SIGNATURES**  
 Acknowledged by Approved by

Organizing Chairperson Advisor  
\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_*\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name:

Date:

Approved by

Co-cu coordinator  
\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_*\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name:

Date:

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**Appendix**

**Individual Report of cocu claimers:**

|  |  |
| --- | --- |
| **Name** | : |
| **ID Number** | : |
| **Program** | : |
| **Position held in this Project** | : |

**Co-curricular Project Name & Date**

**Attendance:** \_\_\_/\_\_\_

**Experience gained during event/ contribution:**

**Challenges and difficulties**

**How will this project help you realize your future?**

**Minutes of meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Details | Time | Hours |
|  | | |  |

**Photos / Receipts / Statement of Account**