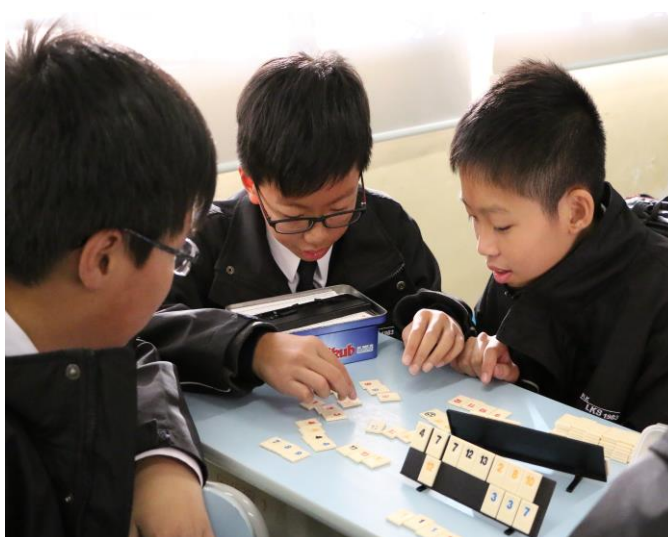




2016-2017

CCA Handbook for Students

Co-Curricular Activities Department



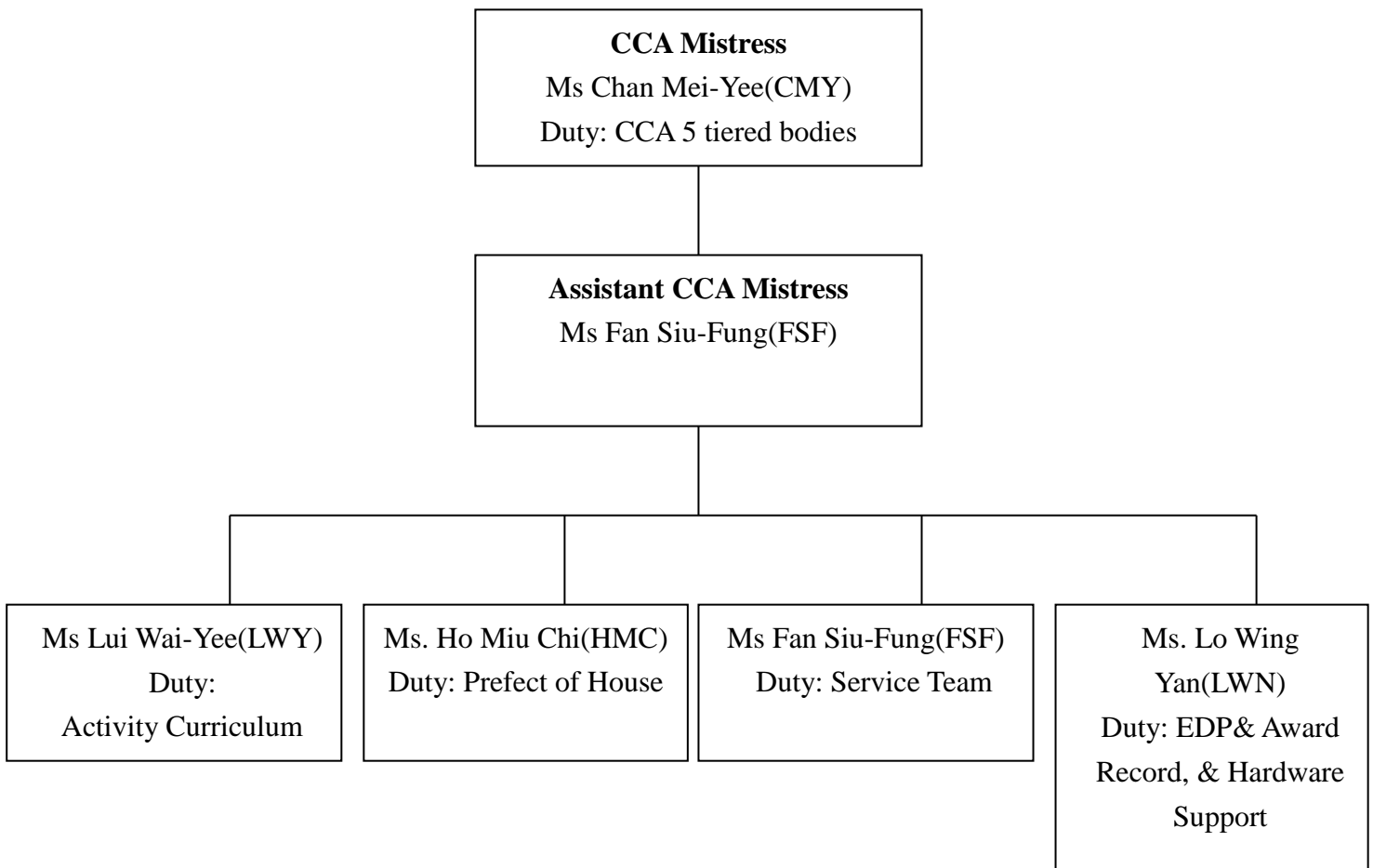
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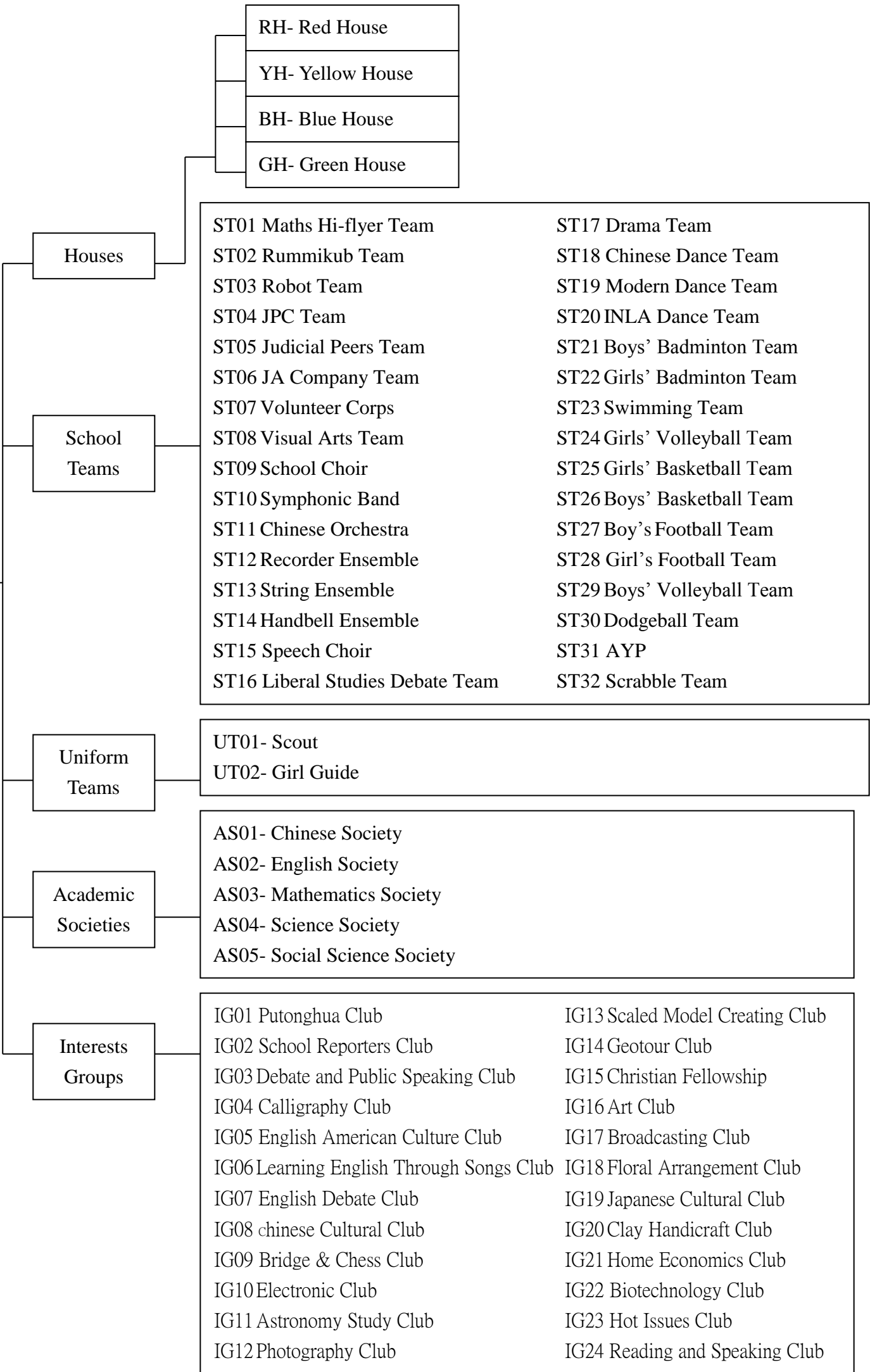
Mission

- To let students acquire co-curricular learning experience for whole-person development both within and outside school campus or hours.
- To enable all students to achieve enhanced language and mathematical abilities, a broadened knowledge base, increased competence in critical thinking, independent learning and interpersonal skills, and it will provide increased exposure to other learning experiences in moral, civic, physical and aesthetic areas.
- To give all students the chance to explore still other areas of interest.

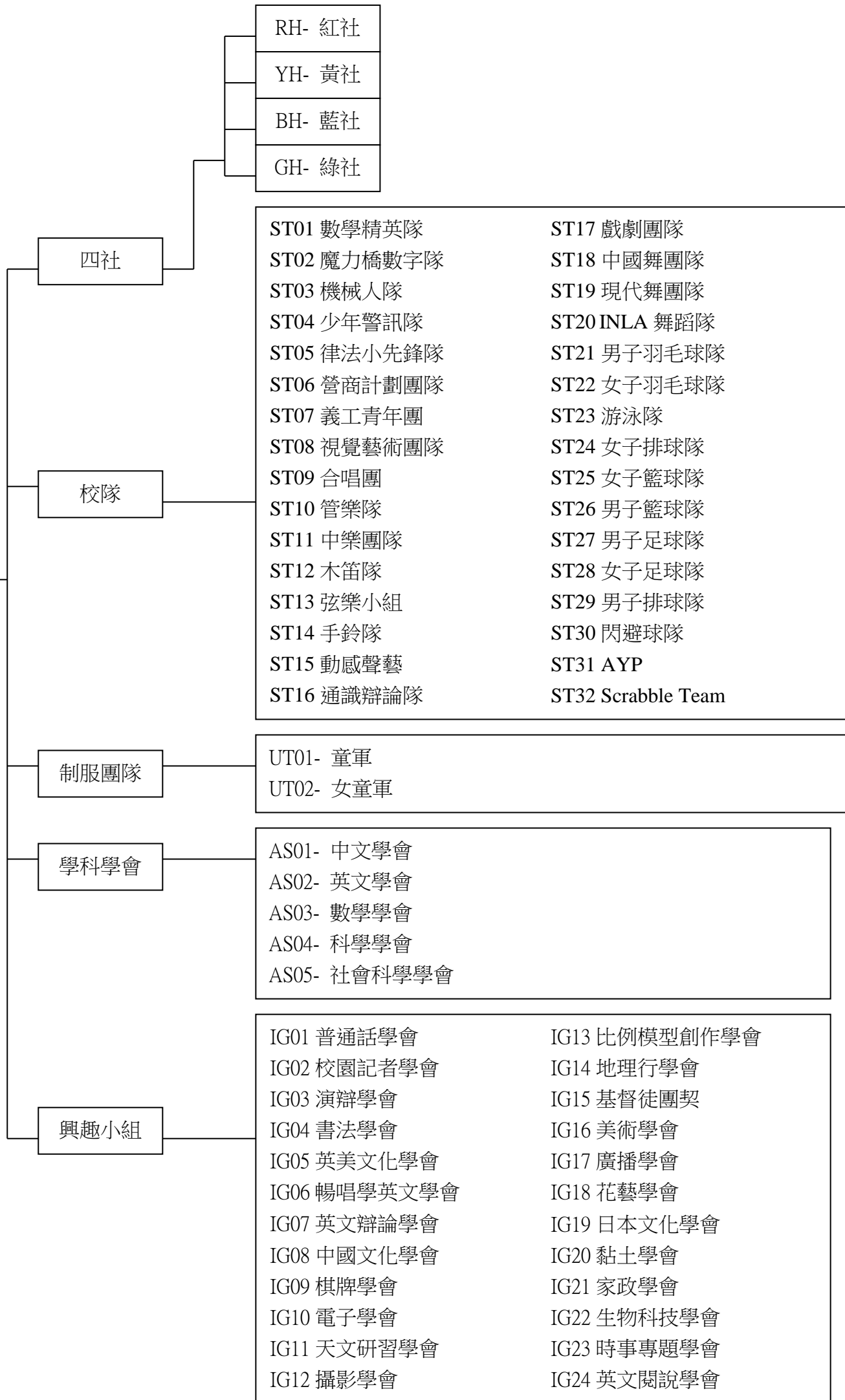
Team Structure of CCA



CCA tiered bodies



聯課活動單位架構圖



Quotas of CCA units (Teams/ Societies/ Clubs)

Teams/Societies/clubs (隊 / 學會)	Teacher-in-Charge (負責老師)	Quotas for S1&2 (S1 及 S2 名額)	Quotas for S3-5 (S3 至 S5 名額)	Members -ship fee (會員費)	Estimated meeting frequency (活動次數)
School Teams 校隊					
1. Maths Hi-flyer Team	數學精英隊	CCP(1) TSS(2)	5	10	Nil 4-6 Times
2 Rummikub Team	魔力橋數字隊	FSM(1)	20	20	\$10 Twice a month
3. Robot Team	機械人隊	LKT(1) TSS(2)	10	6	\$20 10 times
4. JPC Team	少年警訊隊	CKP(1)	20	20	\$10 4-6 Times
5. Judicial Peers Team	律法小先鋒隊	AMS(1) LZM(2)	Nil	20	Nil 10-20 Times
6. JA Company Team	營商計劃團隊	FNS(1) TWY(2)	Nil	25	Nil 30 Times
7. Volunteer Corps	義工青年團	LSI(1) MWH(2)	20	20	待定 10-20 times
8. Visual Arts Team	視覺藝術團隊	LTI(1)	15	15	\$20 10 Times
9. School Choir	合唱團	HMC(1)	40	40	Nil Once a week
10. Symphonic Band	管樂隊	HMC(1)	30	30	\$20 Once a week
11. Chinese Orchestra	中樂團隊	HMC(1)	30	30	Nil Once a week
12. Recorder Ensemble	木笛隊	HMC(1)	20	20	Nil Once a week
13. String Ensemble	弦樂小組	HMC(1)	20	10	Nil Once a week
14. Handbell Ensemble	手鈴隊	HMC(1)	15	15	Nil Once a week
15 Speech Choir	動感聲藝	HMC(1)	60		TBC Once a week
16. Liberal Studies Debate Team	通識辯論隊	KSW(1)	---	---	TBC TBC
17. Drama Team	戲劇團隊	CYS(1)	0	20	Nil 30 Times
18. Chinese Dance Team	中國舞團隊	FSF(1)	No Limit	No Limit	待定 30-40 Times
19. Modern Dance Team	現代舞團隊	FSF(1)	15	15	Nil 35 Times
20. INLA Dance Team	INLA 舞蹈隊	CMY(1)	30	15	Nil Once a week
21. Boys' Badminton Team	男子羽毛球隊	CKF(1)	15	15	Nil Twice a week
22. Girls' Badminton Team	女子羽毛球隊	CKF(1)	15	15	Nil Twice a week
23. Swimming Team	游泳隊	LWY(1)	20	No Limit	Nil Twice a week
24. Girls' Volleyball Team	女子排球隊	YCW(1)	20	No Limit	Nil 50 Times

25. Girls' Basketball Team	女子籃球隊	LWY(1)	20	No Limit	Nil	Twice a week
26. Boys' Basketball Team	男子籃球隊	YCW(1)	20	No Limit	Nil	Twice a week
27. Boy's Football Team	男子足球隊	YCW(1)	20	No Limit	Nil	50 Times
28. Girl's Football Team	女子足球隊	YCW(1)	20	No Limit	Nil	50 Times
29. Boys' Volleyball Team	男子排球隊	CWK(1)	20	No Limit	Nil	Twice a week
30. Dodgeball Team	閃避球隊	CKY(1)	No Limit	No Limit	Nil	TBC
31. AYP	香港青年獎勵計劃	LWN(1)	10	10	TBC	TBC
32. Scrabble Team	英語文字圖版隊	LTA(1)	15	15	TBC	TBC
Uniform Teams 制服團隊						
1. Scouts	童軍	CNF(1) CWK(2) MYN(3)	20	20	\$20 per quarter	30 times
2. Girl Guides	女童軍	LTF(1) LSI(2)	30	20	\$40	30 Times
Academic Societies 學科學會						
2. Chinese Society	中文學會	SKS(1)	---	---	---	4-6 Times
3. English Society	英文學會	CSY(1)	---	---	---	4-6 Times
4. Mathematics Society	數學學會	KPM(1)	---	---	---	4-6 Times
5. Science Society	科學學會	LYK(1)	---	---	---	4-6 Times
6. Social Science Society	社會科學學會	LMY(1)	---	---	---	4-6 Times
Interests Groups 興趣小組						
1. Putonghua Club	普通話學會	KSY(1)	20	10	\$10	Min 4 Times
2. School Reporters Club	校園記者學會	LHY(1)	5	15	Nil	Min 4 Times
3. Debate and Public Speaking Club	演辯學會	SKS(1) LWN(2)	20	10	\$10	Min 4 Times
4. Calligraphy Club	書法學會	TWL(1)	15	15	\$20	Min 4 Times
5. English American Culture Club	英美文化學會	LWS(1)	15	15	TBC	Min 4 Times
6. Learning English Through Songs Club	暢唱學英文學會	LSS(1)	20	10	10	Min 4 Times
7. English Debate Club	英文辯論學會	MYN(1) LNF(2)	15	15	TBC	Min 4 Times
8. Chinese Cultural Club	中國文化學會	LKC(1)	10	10	TBC	Min 4 Times
9. Bridge & Chess Club	棋牌學會	CKP(1)	20	20	\$5	Min 4 Times
10. Electronic Club	電子學會	LMW(1)	15	10	\$30	Min 4 Times
11. Astronomy Study Club	天文研習學會	CCA(1)	20	0	\$20	Min 4 Times

12. Photography Club	攝影學會	KLS(1)	20	10	20	Min 4 Times
13. Scaled Model Creating Club	比例模型創作學會	TPN(1) LKN(2)	10	10(S.3-4)	\$80	Min 4 Times
14. Geotour Club	地理行學會	LMY(1)	15	15	\$10	Min 4 Times
15. Christian Fellowship	基督徒團契	YKM(1)	30	30	Nil	Min 4 Times
16. Art Club	美術學會	LTI(1)	15	15	\$20	Min 4 Times
17. Broadcasting Club	廣播學會	YKM(1)	20	20	\$10	Min 4 Times
18. Floral Arrangement Club	花藝學會	CSH(1)	0	20	\$150-\$200	Min 4 Times
19. Japanese Cultural Club	日本文化學會	LHY(1)	15	15	\$20	Min 4 Times
20. Clay Handicraft Club	黏土學會	LLH(1)	10	10	\$20	Min 4 Times
21. Home Economics Club	家政學會	CSW(1)	16	5(S.3-4)	\$20 + Material Fee	Min 4 Times
22. Biotechnology Club	生物科技學會	LYK(1)	20	20	TBC	Min 4 Times
23. Hot Issues Club	時事專題學會	LHL(1)	25	25	TBC	Min 4 Times
24. Reading and Speaking Club	英文閱說學會	LTA(1)	15	15	TBC	Min 4 Times

Frequently Asked Questions-FAQ

1. As a F.5 student under the NSS, can I be the executive members of a club or team?

	House	School Team	Uniform Team	Academic Society	Interests Club
F.5	2-4	Max 2	Max 2	Max 2	N/A
F.3-4	4-8	2-6	2-6	2-6	2-6
Min	8	2	2	2	2
Max	10	6	6	6	6

2. Can I be the executive member of more than 1 club or team?

Yes, under the NSS, students hold a maximum of 2 executive posts.

	House	School Team	Uniform Team	Academic Society	Interests Club
F.5	Executive member/ member	Executive member/ member	Executive member/ member	Executive member/ member	Member
F.4	Executive member/ member	Executive member/ member	Executive member/ member	Executive member/ member	Executive member/ member
F.3	Executive member/ member	Executive member/ member	Executive member/ member	Executive member/ member	Executive member/ member
F.2	Member	Member	Member	Member	Executive member/ member
F.1	Member	Member	Member	Member	Member

Hardware Support

Poster

Approval from LZM has to be sought before posting any posters on school campus.

Website

All CCA Bodies have to update their websites regularly. The website should include the following items:

- Name List of Executive members
- Annual Plan
- Photos of activities
- Contact Us

For any enquiries, please seek advice from your team/club advisor.

Important days to remember for CCA functions 聯課活動(CCA)全學年活動行事曆

Date 日期	Program 活動內容
Sept 9	Lunch Talk on CCA for F.1
Sept 9	House AGM
Sept 8	CCA Prefect Recruitment
Sept 14	Collect executive members list of CCA Bodies
Sept 23	CCA workshop for executive members
Sept 27	CCA Recruitment Preparation day
Sept 28	CCA Recruitment Day
Oct 4	Collect Annual Plan and Proposed Budget
Oct 11	Deliver selection form to students
Oct 18	Release First Version of Recruitment Result
Oct 25	Release Final Version of recruitment Result
Nov 2,3	1 st CCA Days
Nov 22,23	2 nd CCA Days
Dec 22	Music Festival & Christmas Celebration
Jan 20	Life-wide Learning Day
Feb 21,22	3 rd CCA Days
Mar 21,22	4 th CCA Days
July 10	Dance Festival

**Po Leung Kuk Lo Kit Sing (1983) College
Department of Co-curricular Activities
Attendance Record**

Team/Club/Society/House : _____

Activity Title : _____

Date	Venue	Time: _ to _	Hours claimed	No. of participants	Teacher i/c

Evaluation and comment

Participants response : **Excellent** **Good** **Average** **Fair** **Poor**

Prepared by : _____ **Date :** _____

- The default participation score is “3”. For students who have performed particularly well in the meeting, please indicate “4” or even “5” against his/her CSNO. Vice versa, indicate “2” or even “1” against his/her CSNO for those who have misbehaved in the meeting.

Po Leung Kuk Lo Kit Sing (1983) College
Department of Co-curricular Activities
Success Celebration Form

Sample

Team/Club/Society/House : _____

Activity Title : _____

Date	Venue	Time: _ to _	Hours claimed	No. of participants	Teacher i/c

1.What have you treasured and learnt during the meeting?

2.Please suggest any rooms for improvement of the meeting.

Remarks:

1. It's a tool of immediate feedback, a tool of success sharing, a tool of evaluation
2. To be written by any **ONE** participant of the meeting
3. The positive comment in Q1 will be uploaded to the Success Celebration corner of CCA webpage

Activity Curriculum

Introduction

The Activity Curriculum has been implemented since 1997. The purpose of the program is to provide a chance for students to plan out their Co-curricular activities which covered 5 domains throughout the secondary school life.

Objective

- To let students encounter different domains of activities throughout the secondary school life.
- To integrate Co-curricular activities as a part of the school curriculum

Domains of Activity Curriculum

1. Interest
2. Arts
3. Sports
4. Service
5. Leadership

Content of the program

- Students should complete the 5 domains throughout the six years(from F1 to F6)
- Each student has to select one or two domains to be fulfilled and fill in the application form at the Mid-October every year.
- Each student has to fulfill at least 8 hours of the claimed domain every year.

Procedures

1. Distribution of application form to students at the end of October.
2. According to the internal and external activities, students must select one or two domains and fill in the application form.
3. Students must hand in the application form to Monitress at the beginning of November.
4. Approved and Data entry by school
5. Data checking by students in March
6. Confirmation of the activity hours by tutors(external activity) and teachers(internal activity)

Teacher in charge
Ms LUI WAI YEE

CCA Bodies and Activity Curriculum Glossary 2015-2016

Houses/Teams/Societies/Clubs	TIC	Activity Curriculum to be claimed
Houses		
1. Red House	KSW	Leadership (Executive committee member only)
2. Yellow House	CSW	Leadership (Executive committee member only)
3. Blue House	LKT	Leadership (Executive committee member only)
4. Green House	CYS	Leadership (Executive committee member only)
School Teams		
1. Maths Hi-flyer Team	CCP(1) TSS(2)	Interest / Leadership (Executive committee member only)
2 Rummikub Team	FSM(1)	Interest / Leadership (Executive committee member only)
3. Robot Team	LKT(1) TSS(2)	Interest / Arts / Leadership (Executive committee member only)
4. JPC Team	CKP(1)	Interest / Leadership (Executive committee member only)
5. Judicial Peers Team	AMS(1) LZM(2)	Interest / Leadership (Executive committee member only)
6. JA Company Team	FNS(1) TWY(2)	Interest / Arts / Leadership (Executive committee member only)
7. Volunteer Corps	LSI(1) MWH(2)	Interest / Service / Leadership (Executive committee member only)
8. Visual Arts Team	LTI(1)	Interest / Arts / Leadership (Executive committee member only)
9. School Choir	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
10. Symphonic Band	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
11. Chinese Orchestra	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
12. Recorder Ensemble	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
13. String Ensemble	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
14. Handbell Ensemble	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
15 Speech Choir	HMC(1)	Interest / Arts / Leadership (Executive committee member only)
16. Liberal Studies Debate Team	KSW(1)	
17. Drama Team	CYS(1)	Interest / Arts / Leadership (Executive committee member only)
18. Chinese Dance Team	FSF(1)	Interest / Arts / Sports / Leadership (Executive committee member only)
19. Modern Dance Team	FSF(1)	Interest / Arts / Sports / Leadership (Executive committee member only)
20. INLA Dance Team	CMY(1)	Interest / Arts / Sports / Leadership (Executive committee member only)
21. Boys' Badminton Team	CKF(1)	Interest / Sports / Leadership (Executive committee member only)

22. Girls' Badminton Team	CKF(1)	Interest / Sports / Leadership (Executive committee member only)
23. Swimming Team	LWY(1)	Interest / Sports / Leadership (Executive committee member only)
24. Girls' Volleyball Team	YCW(1)	Interest / Sports / Leadership (Executive committee member only)
25. Girls' Basketball Team	LWY(1)	Interest / Sports / Leadership (Executive committee member only)
26. Boys' Basketball Team	YCW(1)	Interest / Sports / Leadership (Executive committee member only)
27. Boy's Football Team	YCW(1)	Interest / Sports / Leadership (Executive committee member only)
28. Girl's Football Team	YCW(1)	Interest / Sports / Leadership (Executive committee member only)
29. Boys' Volleyball Team	CWK(1)	Interest / Sports / Leadership (Executive committee member only)
30. Dodgeball Team	CKY(1)	Interest / Sports / Leadership (Executive committee member only)
31. AYP	LWN(1)	Interest / Sports / Leadership (Executive committee member only)
32. Scrabble Team	LTA(1)	Interest / Interest / Leadership (Executive committee member only)
Uniform Teams		
1. Scout & Venture Scout	CNF(1) CWK(2) MYN(3)	Interest / Arts / Sports / Service / Leadership (Executive committee member only)
2. Girl Guide	LTF(1) LSI(2)	Interest / Arts / Sports / Service / Leadership (Executive committee member only)
Academic Society		
1. Chinese Society	SKS(1)	Leadership (Executive committee member only)
2. English Society	CSY(1)	Leadership (Executive committee member only)
3. Mathematics Society	KPM(1)	Leadership (Executive committee member only)
4. Science Society	LYK(1)	Leadership (Executive committee member only)
5. Social Science Society	LMY(1)	Leadership (Executive committee member only)
Interests Groups		
1. Putonghua Club	KSY(1)	Interest / Leadership (Executive committee member only)
2. School Reporters Club	LHY(1)	Interest / Leadership (Executive committee member only)
3. Debate and Public Speaking Club	SKS(1) LWN(2)	Interest / Leadership (Executive committee member only)
4. Calligraphy Club	TWL(1)	Interest/ Arts / Leadership (Executive committee member only)
5. English American Culture Club	LWS(1)	Interest/ Arts / Leadership (Executive committee member only)
6. Learning English Through Songs Club	LSS(1)	Interest/ Arts / Leadership (Executive committee member only)
7. English Debate Club	MYN(1) LNF(2)	Interest / Leadership (Executive committee member only)
8. Chinese Cultural Club	LKC(1)	Interest/ Arts / Leadership (Executive committee member only)
9. Bridge & Chess Club	CKP(1)	Interest / Leadership (Executive committee member only)
10. Electronic Club	LMW(1)	Interest / Leadership (Executive committee member only)

11. Astronomy Study Club	CCA(1)	Interest / Leadership (Executive committee member only)
12. Photography Club	KLS(1)	Interest / Arts / Leadership (Executive committee member only)
13. Scaled Model Creating Club	TPN(1) LKN(2)	Interest / Arts / Leadership (Executive committee member only)
14. Geotour Club	LMY(1)	Interest / Sports / Leadership (Executive committee member only)
15. Christian Fellowship	YKM(1)	Interest / Leadership (Executive committee member only)
16. Art Club	LTI(1)	Interest / Arts / Leadership (Executive committee member only)
17. Broadcasting Club	YKM(1)	Interest / Leadership (Executive committee member only)
18. Floral Arrangement Club	CSH(1)	Interest / Arts / Leadership (Executive committee member only)
19. Japanese Cultural Club	LHY(1)	Interest / Leadership (Executive committee member only)
20. Clay Handicraft Club	LLH(1)	Interest / Arts / Leadership (Executive committee member only)
21. Home Economics Club	CSW(1)	Interest/ Service / Leadership (Executive committee member only)
22. Biotechnology Club	LYK(1)	Interest / Leadership (Executive committee member only)
23. Hot Issues Club	LHL(1)	Interest / Leadership (Executive committee member only)
24. Reading and Speaking Club	LTA(1)	Interest / Arts / Leadership (Executive committee member only)

PO LEUNG KUK LO KIT SING (1983) COLLEGE

Application Form for Activity Curriculum

20 / 20

Name: _____ Class: _____ CSNO : _____

Students may select one or two domains to be claimed this year. Maximum THREE activities can be counted under one domain.

Do not repeat the domains that you have already completed unless the 5 different domains have been fully covered.

Claimed Domain : *Please put a ' ' at the appropriate box.*

Domain : Interest Art Sports Service Leadership

Activity 1

Name of Activity : _____ (e.g.: Chess Club)

Organization : _____ (e.g.: School , YWCA)

For the external activity, please fill in the following data

Date : From _____ to _____

Brief description of the activity : _____

Activity 2

Name of Activity : _____

Organization : _____

For the external activity, please fill in the following data

Date : From _____ to _____

Brief description of the activity : _____

Service Team

A. Objectives

1. To promote a caring society with a spirit of participation and dedication.
2. To promote self-fulfillment.
3. To promote sense of belonging.

B. Target

All F.1 to F.5 students.

C. Requirement

In each academic year –

- ✧ F.1 students should complete at least 8 service hours. (from 1-9-2016 to 30-4-2017)
- ✧ F.2 to F.3 students should complete at least 8 service hours. (from 1-5-2016 to 30-4-2017)
- ✧ F.4 to F.5 students should complete at least 12 service hours – including 4 hours of community service (from 1-5-2016 to 30-4-2017)
- ✧ There is no requirement for F.6 students.

D. Content

Students can take part in voluntary service that organized by school or different bodies according to your interest or need.

E. Record

Each student is going to get an Individual Volunteer Service Record Book when he / she enters our school. Student should fill voluntary service record in the Record book. School will collect the Record Books for counting service hours twice an academic year (January and May).

F. Recognition System

Student who fulfills certain service hours in a year (1-1-2016 to 31-12-2016) will get certificate from Volunteer Movement. Details are as follow:

- (a) Complete 200 service hours or above gets Gold Award Certificate.
- (b) Complete 100 service hours or above gets Silver Award Certificate.
- (c) Complete 50 service hours or above gets Bronze Award Certificate.

G. Teacher in charge

Ms FAN SIU FUNG

服務團隊

1. 目標 - 透過校內義工服務及校外社會服務機會，
 - i. 推動學生發揚守望相助、和衷共濟的精神。
 - ii. 肯定個人的自我價值。
 - iii. 加強學生對社會的歸屬感。
2. 成員 - 本校中一至中五學生。
3. 課程要求 - 透過校內義工服務及校外社會服務：
 - i 每位中一同學必須於一學年內（二零一六年九月一日至二零一七年四月三十日）完成不少於八小時之義工服務。
 - ii 每位中二至中三級同學必須於一學年內（二零一六年五月一日至二零一七年四月三十日）完成不少於八小時之義工服務。
 - iii 每位中四至中五級同學必須於一學年內（二零一六年五月一日至二零一七年四月三十日）完成不少於十二小時之義工服務。(必須包括四小時社區服務)
 - iv 中六級同學可自由參與。
4. 課程內容 - 每位同學可自行參與校外社區組織主辦之義工服務，又或透過學校提供之機會參與校內或校外主辦之義工服務。
5. 紀錄 - 學生入學後會獲由社會福利署印制之義工服務紀錄冊一本，用來紀錄學生校內、校外之義工活動。學校將於每學年的一月及五月確認義工服務紀錄。
6. 義工獎勵 -

為嘉許各義工的貢獻，社會福利署義務工作統籌課建立了一套以服務時數為標準的嘉許制度(二零一六年一月一日至二零一七年十二月三十一日)。

 - (i) 每年累積的服務時數達 200 小時，可獲發金嘉許獎狀。
 - (ii) 每年累積的服務時數達 100 小時，可獲發銀嘉許獎狀。
 - (iii) 每年累積的服務時數達 50 小時，可獲發銅嘉許獎狀。
7. 負責老師
范小鳳老師

CCA Days 2016-2017

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1. Putonghua Club	普通話學會	KSY(1)		RM101
2. School Reporters Club	校園記者學會	LHY(1)		RM302
3. Debate and Public Speaking Club	演辯學會	SKS(1)	LWN(2)	LEC ROOM
4. Calligraphy Club	書法學會	TWL		RM102
5. English American Culture Club	英美文化學會	LWS(1)		ENG COR
6. Learning English Through Songs Club	暢唱學英文學會	LSS(1)		RM201
7. English Debate Club	英文辯論學會	MYN(1)	LNF(2)	RM202
8. Chinese Cultural Club	中國文化學會	LKC(1)		RM301
10. Electronic Club	電子學會	LMW(1)		PHY LAB
17. Broadcasting Club	廣播學會	YKM(1)		RM424
20. Clay Handicraft Club	黏土學會	LLH(1)		ART ROOM
21. Home Economics Club	家政學會	CSW(1)		HE ROOM

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9. Bridge & Chess Club	棋牌學會	CKP(1)		RM101
11. Astronomy Study Club	天文研習學會	CCA(1)		PHY LAB
12. Photography Club	攝影學會	KLS(1)		CAL RM
13. Scaled Model Creating Club	比例模型創作學會	TPN(1)		RM421-423
14. Geotour Club	地理行學會	LMY(1),	LKN(2)	GEO RM
15. Christian Fellowship	基督徒團契	YKM(1)		LEC ROOM
16. Art Club	美術學會	LTI(1)		ART ROOM
18. Floral Arrangement Club	花藝學會	CSH(1)		HE ROOM
19. Japanese Cultural Club	日本文化學會	LHY(1)		RM201
22. Biotechnology Club	生物科技學會	LYK(1)		BIO LAB
23. Hot Issues Club	時事專題學會	LHL(1)		RM202
24. Reading and Speaking Club	英文閱說學會	LTA(1)		ENG COR