**Service Learning (SL) Proposal Template**

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| ***Instructions to SL groups**** Any activities conducted before the approval of your SL project by the VIA unit will not be recognised.
* Ensure that you complete every section of the proposal.
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**1. Project Overview**

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| **1.1 Name of SL Project:** |
| **1.2 Date of SL workshop attended:** |
| **1.3 Beneficiary** |
| Name of beneficiary |  |
| Background information of beneficiary |  |
| Key contact person from beneficiary | Name |  |
| Contact number |  |
| Email address |  |

**2. Key Personnel**

**2.1 Organising Team (max 5)**

*Roles: Team Leader, Secretary-Treasurer, Logistics IC, Programme/Event IC, Publicity IC, Creative Director, Volunteer Management IC etc.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name | Class | Contact number | Email address | Role |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**2.2 HCI Teacher Mentor**

*Your teacher mentor can be any tutor of your choice. Alternatively, you may turn to the VIA unit to assign you a teacher from the unit. You must get the approval of your teacher mentor before you submit the proposal.*

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| --- | --- | --- |
| Teacher mentor | Contact no. | Email |
|  |  |  |

**3. Service Objectives**

*What does your SL project aim to do for your beneficiary? Why do you want to embark on this project? How will your project benefit your beneficiary?*

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**4. Activities Outline**

*Please provide a basic overview of the activities that your group plan to conduct. You can alter your activities over the course of your project to meet the needs of your beneficiary. You are strongly encouraged to go beyond common activities like fundraising and peer tutoring, and come up with effective and innovative activities.*

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| **Activity 1:** |
| Basic details |  |
| Objective(s) |  |
| Estimated date(s) |  |

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| **Activity 2:** |
| Basic details |  |
| Objective(s) |  |
| Estimated date(s) |  |

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| **Things to note if you are considering…****Peer tutoring:***Please take note of copyright rules for use of materials. You are encouraged to use your own**materials so that you do not infringe on copyright laws. Almost all works online require the**copyright owner's written permission; Fair Use is NOT the same as Free Use. For more**information, check out http://www.copyrightkids.org/***Fund raising:**An SL project that merely raise funds will resemble a CIP more than a full SL project. You will needto expand your project to include activities that raise awareness and engage with thebeneficiaries directly.Groups are strongly encouraged to adhere to the 30-70 rule to ensure that their fundraising iseffective. This rule states that the cost of fundraising should not exceed 30% of the total fundsraised.The formula for the 30-70 rule is x 100% 0% where ***(E + S)/ (R + S) x 100% < 30%***E​ refers to the total expenditure​ (does not include the cost of merchandise);R​ refers to the revenue​ (funds raised minus cost of merchandise);S refers to the total value of sponsored goods & services (does not include non-tax deductiblesponsorship such as merchandise donated).**Street sales:**You will need to apply for a Police Permit via your beneficiary a few weeks before your streetSales.**Canteen booth:**If you intend to set up a canteen booth, you will need to complete the Canteen Booth form which can be found on the CIP Council website on HCI portals. All instructions are found in the form.**Publicity:**If you would like your project to be publicised on the CIP Council Instagram, please email the CIP Council (cip\_council@student.hci.edu.sg) with your publicity materials.**HCI VIA Seed Fund:**If you intend to apply for the HCI VIA Seed Fund, you will need to complete the HCI VIA Seed Fund form which can be found on the CIP Council website on HCI portals. |