

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

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 activity?

(寫上是次活動值得你讚賞的地方及說明你學到什麼。)

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

(列出是次活動需要改善的地方並提出建議。)

Remarks:

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

of CCA webpage