Annual Plan for Student Club's Budget and Activity

Instruction by Student Affairs Division (SAF Div.), 14 December 2008

1. Submit a summary report of activities and expense through the past academic year.

Table of activities and expenses : Academic Year XXXX (eg. 2008)

Event_Date	List of Activities	Budget Approval	Expense	Actual No. of Participants
	TOTAL			

2. Submit a proposal of annual activities and budget plan for approval.

Proposal Format :

2.1 Club Name

2.1.1 Club Name in English

2.1.2 Club Name in Thai (if any)

2.2 Club Advisor (a SIIT full-time faculty member)

2.3 Objectives for Setting Club and Activities

2.4 Club Committee

Each position------specify: Title,	Name-Surname,	Student ID, Year, Curriculum, CGPA, Mobile Phone#
2.4.1 Club President	3rd year student	C GPA >= 2.50
2.4.2 Club Vice President	2nd year student	C GPA >= 2.50
2.4.3 Club Treasurer	2nd or 3rd year student	C GPA >= 2.50
2.4.4 Club Secretary	2nd or 3rd year student	C GPA >= 2.50
2.4.5 Sub committee or special purpose committee (if any)		

2.5 Club Members (>= 15 students excluding of the club committee members)

Name List of Club Members : Academic Year XXXX (eg. 2009)

No. (ลำดับ)	ID No.	Student Name - Surname	Curriculum	Status (Year)	Signature
1					
2					
3					
...					

2.6 Club activities and budget Plan :

2.6.1 Brief description of each activities with details of approximate expenses.

Example : Activities A ;

SubActivities A1	Approximate Expense 1
SubActivities A2	Approximate Expense 2
...	...

Activities B ;

SubActivities B1	Approximate Expense 1
SubActivities B2	Approximate Expense 2
SubActivities B3	Approximate Expense 3

2.6.2 Summary Table of Activities and Budget Plan : Academic Year XXXX (eg. 2009)

Event_Date	List of Activities	Approximate Number of Participant	Approximate Budget
	TOTAL	(students)	(Baht)