**2022-2023 学年新社团申请表**

 **CAS Club Application Form**

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| **新社团基本信息** **CAS Club basic information** |
| **社团名称（中文）****Club’s Name**  |  | **社团名称（英文）****Club’s Name(EN)** |  |
| **社团人数****Number of Members** |  | **指导老师****Supervisor** |  |
| **社团类别****Main Strands** |  | **指导老师邮箱****Supervisor Email** |  |
| **申请日期****Date of application** |  | **指导老师电话****Phone number** |  |
| **社团创办目标****Vision** |  |
| **社团简介****Description** |  |
| **社团管理章程****Regulation** |  |
| **社团任务****Mission** |  |
| **社团主创人员信息****Founder and Co-founder of the CAS Club** |
| **社长****Leader** | **姓名****Name** |  |
| **班级****Class** |  |
| **邮箱****Email** |  |
| **社团活动安排****Activity Arrangement** |
| **活动主旨****Aims of Activity** |  |
| **活动周计划****Weekly Plan** |  |
| **活动时间****Activity Time** |  |
| **活动场地要求****Place of Requirement** |  |
| **学期活动****目标总时间****Total hours** |  |
| **社团财务情况****Funds/Financial Statement** |  |
| **风险预估****及解决对策****Risk Assessment****& Back-up** |  |
| **指导老师意见及签名****Supervisor's comments and signature** |  |

**12. Organizing and closing a school-based community process**

**12.1 New school-based communities are encouraged to be established. If you’re going to start a new school-based community, you could refer to the guide below:**

• The number of group members should be more than 2.

• Complete the CAS Group Plan（including group description, vision, mission, funds, budget, outline, detailed activity plan, risk assessment) as required.

• Choose your potential supervisor for Signature, and get access from student management office.

• Make an appointment with CAS coordinators at least three days in advance. A face-to-face interview will be held to evaluate the feasibility of the proposal. Some challenging questions will be asked during the interview, which could help you to make a better preparation.

• Once passing the interview, there will be a 6-week probation for the new group. During this period of time, CAS coordinators should be invited at least once to attend your activity.

• The CAS time can be counted after final approval.

**12.2 If you consider closing running school-based community, you need follow guide below:**

• All the members agree to close the community and sign the document as required. • CAS group leader, you need submit the application form (close-reason, reflection and the financial statement) and previous activity document file one month in advance to CAS coordinator

• CAS time of this semester is subject to the Supervisor's recording time.

• After approval (both of supervisor and CAS coordinator), the community can be officially closed.

**12.3 Your community might be closed in the following case:**

• Activities are not arranged twice for no solid reasons.

• The attendance rate is below 50%.

• The quality of activity is poor.

• The activity is not true.

• The supervisor takes the initiative to close the community.