

**KULIYYAH OF LANGUAGES AND MANAGEMENT (PAGOH CAMPUS)**

**OFFICE OF STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT**

**PROPOSAL TO ORGANIZE:** name of program

**ORGANIZED BY:**

KLMSS/ Club/ MRC/ IWON Pagoh/ Course Code (section no.)/ CLAV Course Code (section no.)

The purpose of the proposal is to highlight and seek approval from the Student Program Approval Committee (SPAC) members to organize the above programme.

1. **INTRODUCTION**

Write here

1. **OBJECTIVES**
2.
3.
4.
5. **IMPACT OF THE PROGRAMME (based on IIUM Mission and Vision, ‘Falsafah Pendidikan Kebangsaan’, Sustainable Development Goals (SDG), Maqasid Shariah**

**Write here**

1. **DETAILS OF THE PROGRAMME:**

|  |  |
| --- | --- |
| **Date/ Day** | 13th – 17th May 2016 / Friday – Sunday |
| **Venue**  |  |
| **Participants** |

|  |  |
| --- | --- |
| **Target participant**  | **No.** |
| Students | (insert number) |
| VIP |  |
| Trainer  |  |
| Public |  |
| **Total** |  |

 |

1. **ORGANIZING COMMITTEE**

**ADVISOR**
NAME (must be a lecturer/ staff)
POSITION

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION** | **NAME** | **MATRIC NO** | **PHONE NO** |
| PROGRAMME MANAGER |  |  |  |
| ASSISTANT PROGRAMME MANAGER |  |  |  |
| SECRETARY |  |  |  |
| TREASURER |  |  |  |
| PROGRAMME COORDINATOR |  |  |  |
| PREPARATION, TECHNICAL AND LOGISTICS |  |  |  |
| PROMOTION AND INFORMATION |  |  |  |
| FACILITIES AND FOOD |  |  |  |

1. **PROGRAMME SCHEDULE** (fill in details)

|  |  |
| --- | --- |
| **TIME**  | **ACTIVITY**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***Note: please attach CV/ Profile of speaker (if any)***

1. **PROPOSED ACTIVITY** (If any)

(Write here)

1. **BUDGET IMPLICATION**

**9.1. Source of income:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of income** | **Amount (RM)** |
|  | Student Activities Miscellaneous Trust (SMT) |  |
|  | Student Activities Trust (SAT) |  |
|  | College Activities Trust (CAT) |  |
|  | Operating Budget (CLAV) |  |
|  | Sponsorship (Attach list of potential companies/ sponsor) |  |
|  | Others (write details) |  |
| **TOTAL** |  |

**9.2. Proposed Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Detail** | **Amount (RM)** | **Source of income** |
| 1. | Transportation  |  | Transportation Trust -PG |
| 2. | Meal (if any) *(Breakfast RM3 / Lunch RM5 / Dinner RM5)*(Ex: RM3 x No. of Pax = RM) |  |  |
| 3. | Preparation & Technical Write in details  |  |  |
| 4. | Printing & StationeriesWrite in details  |  |  |
| 5. | MiscellaneousWrite in details |  |  |
| **Total** |  |  |

***Please note that all purchase of goods or services must be supported by 3 quotations as required by the IIUM Finance Division.***

1. **CONCLUSION**

It is hoped that the approving authority (SPAC) could approve the sum of **RM1,000.00 (Ringgit Malaysia One Thousand only)** toorganize the **(name of program)** using budget from the following source:

1. **APPROVAL**

|  |  |
| --- | --- |
| Prepared by:……….........................................**Name**Secretary Date: | Checked by:……….........................................**Name**\*President/ Program ManagerDate:  |
| Verified by:……….....................................**Name** Advisor/FellowDate: | Recommended by:……….....................................**Name**\*Principle/ HOD/ Coordinator IWON/Officer in ChargeDate: |
| Approved by:……….........................................**Dr. Nonglaksana Kama**Deputy Dean Student Development and Community EngagementDate: | Approved by:……….........................................**Dr. Mohd Azrul Azlen Abd Hamid**DeanDate:  |