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| --- | --- |
| **團體名稱****Name of Organization** |  |
| **活動名稱****Name of Activity** |    |
| **活動類型****Nature of Activity** | [ ]  文娛活動Cultural activity[ ]  學術活動 Academic activity | [ ]  交流活動 Exchange activity[ ]  刊物出版Publication  | [ ]  康體活動Sports activity[ ]  公民教育Civic Education  |
| [ ]  其他，請注明 Other, please state :  |
| **合辦****Co-organizer(s)** |  |
| **活動目的****Objective of the Activity** |  |
| **日期及時間****Date and Time** |  | **參與人數****Number of Participants** |  |
| **活動負責人****Person in Charge** |  | **聯絡電話****Contact Number** |  |
| **地點****Venue** |  |
| **嘉賓名單****Guest List** |  |
| **活動執行情況** **Activity Execution** |  |

備註Remark:

1. 每項活動須獨立填寫活動報告。A separate activity report should be completed for each activity.
2. 本報告須連同活動收支表一同遞交。Please submit this report together with the Income and Expenditure Statement of Activity.
3. 活動相片、橫額、海報、視頻等樣本可以以列印本或電子檔形式遞交。 Activity photos, banner, poster, and video samples can be submitted in either hard or soft copy.

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| **橫額/海報/社交媒體帖子/視頻樣本Banner/Poster/Social Media Post/Video Samples****(請提供視頻連結。Please provide link for Video)** |
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| **活動相片 Activity Photos** |
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| **活動評估Activity Evaluation** |
| 請評下列各項：(1=劣；2=一般；3=好；4=良；5=優)Please grade the following: (1=Poor; 2=Fair; 3=Good; 4=Very good; 5=Excellent)I. 參加者 Participants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 參加人數 Number of participants | 1 | 2 | 3 | 4 | 5 |
| 專注程度 Level of concentration | 1 | 2 | 3 | 4 | 5 |
| 表達能力 Presentation ability | 1 | 2 | 3 | 4 | 5 |
| 參與度 Participation | 1 | 2 | 3 | 4 | 5 |

建議 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_II. 安排 Arrangements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 場地 Venue | 1 | 2 | 3 | 4 | 5 |
| 日期 Date | 1 | 2 | 3 | 4 | 5 |
| 時間 Time | 1 | 2 | 3 | 4 | 5 |
| 器材 Equipments | 1 | 2 | 3 | 4 | 5 |
| 接待 Reception | 1 | 2 | 3 | 4 | 5 |
| 工作人員之配合 Cooperation of staff | 1 | 2 | 3 | 4 | 5 |

建議 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_III. 預算控制Budget Control

|  |  |  |
| --- | --- | --- |
| 項目 Item | 已批預算 Approved Budget | 實際支出Actual Expenditure |
|  |  |  |
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建議 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IV. 簡述活動是否達到預期目的 Evaluate how the activity achieved the objectives.**

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| **Personal Data Collection Statement**The University of Macau being a public institution of higher education as set in Law No. 1/ 2006, will process the personal data collected on this form for activity organization, service providing and contact purposes. Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in or outside Macao. The applicants have the right to access, rectify or update their personal data stored at UM. |

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_活動負責人簽名 Signature of person in charge of this activity姓名Print Name:日期 Date:  |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_學生組織會長簽名及蓋上會印Chop and Signature of president of student organization姓名Print Name:日期 Date:  |

Verified by:

SDS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Comments and Suggestions by SDS** |
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