



# UTAR BEST CLUB / SOCIETY AWARD 2020 / 2021

## APPLICATION FORM

**Please fill out the form according to the guidelines below:**

1. Handwritten forms need to be filled out neatly and clearly readable. Printed format is preferred.
2. This application is made on behalf of a club/society by a qualified representative (Chairperson or equivalent designate) to be considered for the award.
3. Supporting documents do not need to be attached as these will be verified by the respective DSA Staff-in-charge who manages the club/society file.

Attach Club /  
Society Logo  
Here

### APPLICANT'S PARTICULARS

Club / Society :	<input type="text"/>		
Faculty (Course Based Only) :	<input type="text"/>		
Chairperson / Representative :	<input type="text"/>	Contact No :	<input type="text"/>
Email Address :	<input type="text"/>		

### SECTION A: OPERATIONS

Each club / society is required to host a minimum of **three (3) Activities** and **eight (8) Exco Meetings** (activity meetings are not included) throughout the assessed term.

**Total Activities** :

*Each Activity shall be preceded by an Activity Proposal and closed with an Activity Report and Income Statement (if there is a budget) approved by DSA*

**Total Exco Meetings** :

*Each Exco Meeting shall be preceded by a Notice of Meeting and confirmed with a signed Minutes of Meeting*

### SECTION B: MEMBERSHIP

Total new members registered throughout the assessed term (includes all Recruitment Drives and any other membership registrations)

**Total New Members** :

**Current Members** :

**% Gain** :

*Membership gain is compared against total members at the beginning of the assessment term*

### SECTION C: INTRA-CAMPUS ACTIVITIES

Each club/society may claim points for up to **four (4)** most significant activities hosted within the local campus (as the registered club/society) throughout the assessed term.

Date	Activity / Event Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

*Each submitted Activity must have been closed at the time of application (with approved Proposal, Income Statement and Activity Report) in DSA.*

### SECTION D: INTER-CAMPUS ACTIVITIES

Each club/society may claim points for up to **two (2)** most significant activities hosted involving both UTAR campuses (Sungai Long and Kampar) throughout the assessed term.

Date	Activity / Event Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

*Each submitted Activity must have been closed at the time of application (with approved Proposal, Income Statement and Activity Report) in DSA.*

### SECTION E: INTER-UNIVERSITY ACTIVITIES

Each club/society may claim points for up to **two (2)** most significant activities hosted involving other Universities / external participation at the national and international level throughout the assessed term.

Date	Inter-University Activity / Event Title	Participation Level <i>(i.e. District / State / International)</i>

*Each submitted Activity must have been closed at the time of application (with approved Proposal, Income Statement and Activity Report) in DSA.*

### SECTION F: COMMUNITY OUTREACH

Each club/society may claim points for their most significant community outreach activities (activities that contribute/involve external parties outside of UTAR) by scale (Please list the largest/most significant activities first):

Date	Community Outreach Activity / Event Title	No. Of Participants

*Each submitted Activity must have been closed at the time of application (with approved Proposal, Income Statement and Activity Report) in DSA.  
Please append any additional activities to the list (if any).*

### SECTION G: UNIVERSITY SUPPORT

Each club/society may claim points for their most significant participation in University appointed activities (i.e. representing the University or on behalf of the University). Please list the most significant activities first (i.e. external participation)

Date	Appointed Activity / Event Title	Internal / External

*Each submitted Activity must have been closed at the time of application (with approved Proposal, Income Statement and Activity Report) in DSA.  
Please append any additional activities to the list (if any).*

**SECTION H: EXTERNAL PARTICIPATION**

Each club/society may claim points for up to **four (4)** participations or involvement in external activities / competitions / events.

Date	External Activity / Event Title

*Each submitted Activity must have been closed at the time of application (with approved Proposal, Income Statement and Activity Report) in DSA.*

**SECTION I: EXTERNAL ACHIEVEMENTS**

Each club/society may claim points any external award in events or competitions achieved while representing the club/society. Please list the most significant awards first (i.e. Gold Model, 1<sup>st</sup> Place – all form of external recognition and achievements can be listed)

Date Received	Achievement / Award Title <i>Please mention award title in full</i>	Rank / Position <i>or equivalent</i>	Achievement Level <i>(i.e. District / State / International)</i>

*Please append any additional achievement/award to the list (if any). Each award is subject to verification by DSA to be tabulated.*

## SECTION J: EXTERNAL SPONSORSHIP

Each club may claim external sponsorship achievement for up to a **maximum of RM5,000.00** in funds (does not include sponsorship in kind, and must be validated by UTAR Division of Finance) for its activities throughout the assessment year.

Date	Sponsored Activity / Event Title	Sponsorship Received (RM)

*Please append any additional activities to the list (if any). DSA shall verify the validity of the sponsorship based on official accounts.*

## SECTION I: DSA EVALUATION

Overall performance rating for the past assessment year.

**Point Awarded** :  **Remarks** :

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DSA Staff PIC :  
Date :