

**UTAR BEST CLUB / SOCIETY AWARD**

**2022 / 2023**

**APPLICATION FORM**

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

Attach Club / Society Logo Here

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.

**APPLICANT’S PARTICULARS**

|  |  |  |
| --- | --- | --- |
| **Club / Society** | : |  |
| **Faculty (Course Based Only)** | : |  |
| **Chairperson / Representative** | : |  |  | **Contact No** | : |  |
| **Email Address** | : |  |

**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** | : |  |  | **Total Exco Meetings** | : |  |
| *Each Activity shall be preceeded by an Activity Proposal and closed with an Activity Report and Income Statement (if there is a budget) approved by DSA* |  | *Each Exco Meeting shall be preceeded 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** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *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** |  |
|  |  |  |
|  |  |  |
| *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.e. District / State / International)* |
|  |  |  |
|  |  |  |
| *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):

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| --- | --- | --- |
| **Date** | **Community Outreach Activity / Event Title** | **No. Of Participants** |
|  |  |  |
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| *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)

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| --- | --- | --- |
| **Date** | **Appointed Activity / Event Title** | **Internal / External** |
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| *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.

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| --- | --- | --- |
| **Date** | **External Activity / Event Title** |  |
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|  |  |  |
|  |  |  |
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| *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, 1st Place – all form of external recognition and achievements can be listed)

|  |  |  |  |
| --- | --- | --- | --- |
| **DateReceived** | **Achievement / Award Title***Please mention award title in full* | **Rank / Position***or equivalent* | **Achievement Level***(i.e. District / State / International)* |
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*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.

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| --- | --- | --- |
| **Date** | **Sponsored Activity / Event Title** | **Sponsorship Received (RM)** |
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|  |  |  |
| *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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Point Awarded** | : |  |  | **Remarks** | : |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSA Staff PIC :

Date :