**PART A – EVENT/PROJECT KEY INFORMATION**

|  |  |
| --- | --- |
| Event/Project Title: |  |

|  |  |
| --- | --- |
| Project Team Leader & Student Number: |  |

Project Team Members, Student Numbers and Key Roles:

|  |  |  |
| --- | --- | --- |
| Name | Student Number | Role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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**PART B – EVENT/PROJECT EVALUATION**

*Please note that this is an evaluation of the project by the project team and therefore does not contribute to Personal Journaling (PJ). To earn Personal Journaling (PJ) points for this event, you need to submit an individual reflection report.*

|  |  |
| --- | --- |
| Date & Time of Event: |  |

|  |  |
| --- | --- |
| Event Venue: |  |

|  |  |
| --- | --- |
| Number of Participants: |  |

|  |  |  |
| --- | --- | --- |
| Event Evaluation:  (Include both positive points and rooms for improvement,  not less than 200 words) |  | |
| Key Lessons Learned & Experience Gained:  (not less than 150 words) | |  |

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**PART C – EXPENDITURE STATEMENTS***Originals of the receipts are to be submitted in person to the IDO Office (14/F VTC Tower, 27 Wood Road, Wan Chai); scanned copies should be submitted together with this report.*

|  |  |  |
| --- | --- | --- |
| Receipt No. | Item | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Expenditure: | |  |

**PART D – EVENT PHOTOS**

Please upload the photos to an online storage space (e.g. OneDrive, Google Drive, Dropbox) and allow access for IDO by sharing the photos with [isas@vtc.edu.hk](mailto:isas@vtc.edu.hk).

Please enter the link to the directory below (please share only the folder that contains the photos but not the individual photos):

|  |
| --- |
|  |