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|  Annex A |

**Cover page & Checklist for final report**

*(Please tick off the list to ensure that you have included it in the report)*

**School:**

* Project report (Please refer toAnnex B for the report template)
* Pre and post surveys data
* FOS Claim Form with school stamp (*Annex C & D*)
* Photocopy or photos of original receipts attached to Annex C & D
* CDs/ USB – Photos and/ or videos **including the soft copy of the report and hi-res school logo**
* Photos (Hi-resolution)
* Videos (If applicable)
* Soft copy of report
* Hi-res logo of school logo (Preferably in PNG or AI format)

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| **Annex B** |

**Friend of Singa 2017 Report Template**

Here is the template for the FOS report. With font size 12, 1.5 line spacing, please make the report clear and concise. Kindly adhere to the requirements as it will help us greatly in the ease of reading the reports.

1. **Executive Summary**

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| **Theme: Kindness, it starts with me!****Project Title:** **School:** **Teacher(s)-in-charge:****Email Address(s):****Contact Number(s):****Nominated Team Members’s Full Names (As in NRIC) (Please make sure the spelling is correct)::****1)****2)****3)****4)****5)****6)****7)****8)****9)****(*Please ensure that team member’s FULL NAMES are spelled correctly.******Replacement of the certificate/ trophy may result in delay of the collection. Any additional costs arising from the replacement of trophy or certificate will be borne by the school.***) |

1. **Summary of project in not more than 200 words**
	* What was done in the project

**Report format**

1. **Activity 1, etc** *(continue adding on for the different activities held, if applicable)*
	* Target audience
	* Activity details *(Point form allowed)*
* What the project activities are
* What each of the project activity is about
* How the project activity contributes to the project
1. **Reflection** *(not more than 1 page)*
* Level of success
* Limitations/Challenges
* Possible areas of improvement
1. **Appendices**
* **USB** of photos, clearly labelled with school name
* Video, if any
* Pre & Post survey data
* Interviews with students/teachers, if any
* Students’ reflection about their learning experiences (e.g. journal logs)
* Referrals from school mates/teachers
* Detailed Claim form *(Annex C & D)* & Photocopied receipts (with certified copy stamp)

***\*Add in your own pages for more activities if required\* (Point form allowed)***