HONG KONG JAYCEETTES LTD.

Administration Handbook

PJ 21

We believe:
That faith in God gives meaning and purpose to human life;
That the brotherhood of man transcends the sovereignty of nations;
That economic justice can best be won by free man through free enterprise;
That government should be of laws rather than of men;
That earth's great treasure lies in human personality;
And that service to humanity is the best work of life.

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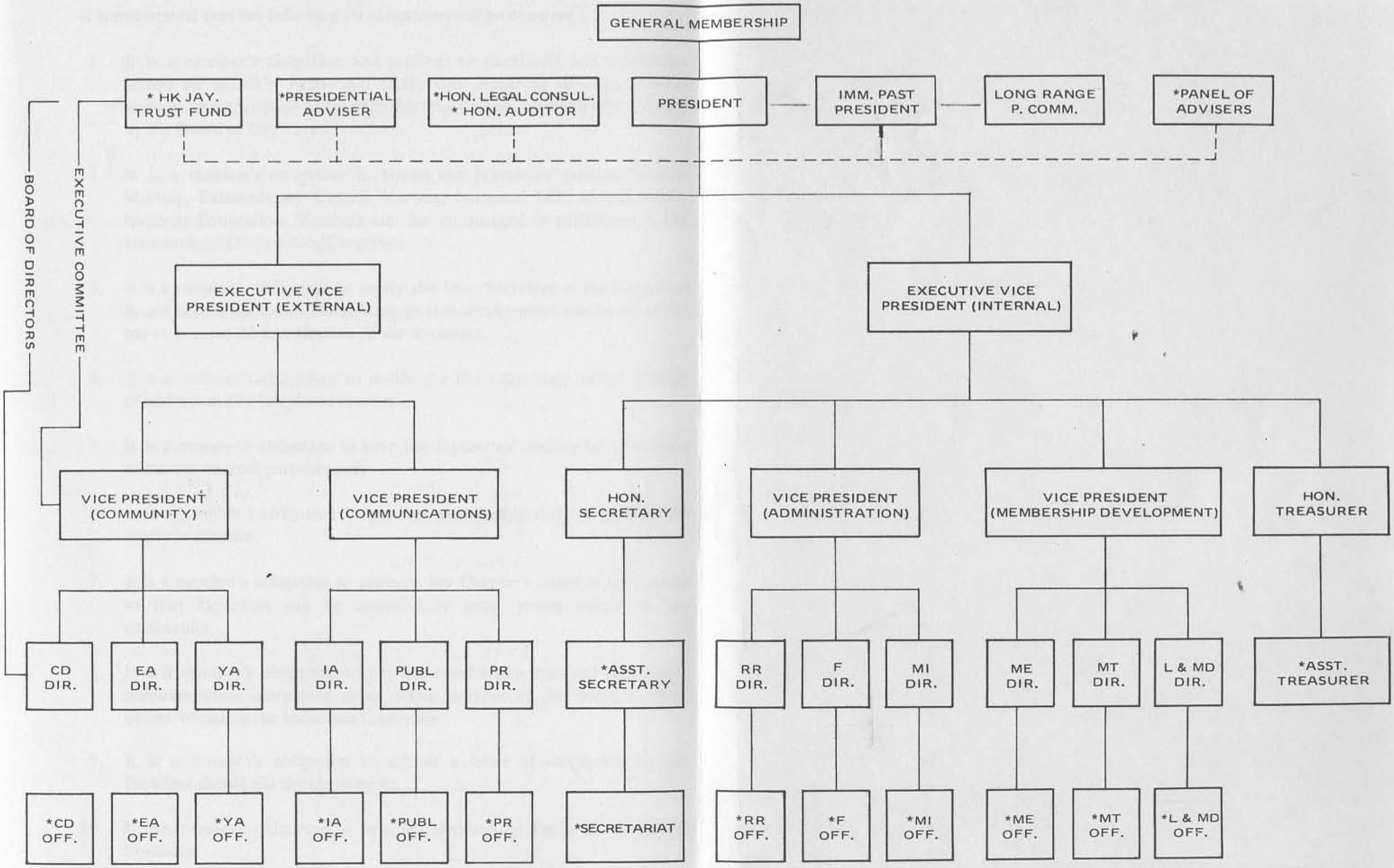
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Hong Kong Jayceettes Limited 1982 Organization Chart



CD — COMMUNITY DEVELOPMENT
EA — ECONOMIC AFFAIRS
YA — YOUTH ACTIVITIES
* NO VOTING RIGHT

IA — INTERNATIONAL AFFAIRS
PUBL — PUBLICATIONS
PR — PUBLIC RELATIONS

RR — RECORDS AND RECOGNITION
F — FUNCTION
MI — MEMBERSHIP INVOLVEMENT

ME — MEMBERSHIP EXTENSION
MT — MEMBERSHIP TRAINING
L & MD — LEADERSHIP AND MANAGEMENT DEVELOPMENT

II. MEMBER'S DISCIPLINE

It is understood that the following 10 obligations will be observed :

1. It is a member's obligation and privilege to punctually and unfailingly attend all Monthly Fellowship Gatherings. Absences of over 3 times without an explanation to the Hon. Secretary would be taken into account by the Board of Directors.

2. It is a member's obligation to attend the Jayceettes' Annual General Meeting, Extraordinary General Meeting, Inaugural Ball, as well as the National Convention. Members are also encouraged to participate in the International Conferences/Congresses.

3. It is a member's obligation to notify the Hon. Secretary or the Executive Board before she leaves Hong Kong so that arrangement can be made for her to become Absent Member, if she so desires.

4. It is a member's obligation to notify the Hon. Secretary of her change of address and/or telephone number.

5. It is a member's obligation to keep the Jayceettes' mailing list circulated to her for internal purposes only.

6. It is a member's obligation to pay her membership dues of HK$240.00 yearly in advance.

7. It is a member's obligation to promote her Chapter's image to her friends so that Jayceeism can be extended to more young people in her community.

8. It is a member's obligation to pay her membership dues and club house donation upon acceptance as an active member at the Board meeting before attending the Induction Ceremony.

9. It is a member's obligation to submit a letter of resignation to the President should she decide to resign.

10. It is a member's obligation to wear her Membership Tag at all Jayceettes' functions.

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III. DUTIES AND RESPONSIBILITIES

(A) Executive Committee Members

President

- Acting as Chapter's Official Spokeswoman and Representative.
- Liaise and co-ordinate between Jayceettes, National, Local LOMs, Overseas LOMs and JCI.
- Formulate in conjunction with the Board of Directors, plans and agreed Targets for the general management and sound development of the Chapter.
- Briefing of responsibilities and operations of Board of Directors and Project Chairman.
- To build up good work relationship between members and local chapters.
- Co-ordinate with Long Range Planning Committee and H.K.J.L Trust Fund.
- Constitution Review.

Immediate Past President

- Assist, encourage and support the President.
- Act as Chairman of JRPC and serves as liaison officer with the Board.
- Membership growth and retention review.
- Constitution Review.

Executive Vice President (Internal)

- Assist the President on internal administration affairs of Chapter.
- Assist and supervise the VP for Administration and VP for Membership Development.

- Assist and supervise the Hon. Secretary and Hon. Treasurer and related activities.
- Co-ordinations with VPs and appropriate Directors on membership extension, retention, training, records and recognition, and internal function activities.
- Promote the training of officers under your discretion.
- Routing of attendance of Jayceettes to attend functions.
- Organization structure.
- Issuance of Members' Discipline to members.
- Any additional specific duties.
- Constitution Review.

Executive Vice President (External)

- Assist the President on external affairs (such as, supervision of projects, advise and guidance to VPs and Directors).
- Assist and supervise the VP for Community and VP for Communications and Image Promotion work.
- Assist in reviewing all Press releases relating to projects when required.
- Manpower allocation on projects (according to members' interest and availability).
- Year Planner – co-ordinate and review program of the year.
- In charge of Theme Program.
- Any other additional specific duties.
- Constitution Review.

Vice President for Community

- Supervise the planning and execution of projects under Community Development, Youth Activities and Economic Affairs.
- Liaise with government and public bodies on community and social affairs.
- Meeting with government and public bodies representatives when necessary.
- Constitution Review.

Vice President for Communications

- Supervise the planning and execution of projects under International Affairs, External P.R. and Publications.
- Promote and brief all delegates attending Conventions, Conferences and Congresses and also in entertaining overseas visiting guests.
- Supervision of Chapter's press releases and image promotion work of Jayceettes.
- Assist External P.R. Director and all projects' PR officers if and when necessary, to review all press releases before forwarding to news media.
- Supervision of all Jayceettes Publications (i.e. Snapshots, Newsletters, Star Column and others, if any).
- Constitution Review.

Vice President for Administration

- Supervise the planning and execution of projects under Records and Recognition, Internal functions and Membership Involvement areas.
- In charge of Admin. Hand Book and monitoring effective procedures.
- Supervise Monthly Followship Gatherings and monitor the invitation of guest speakers.

- Conducting survey on venue availability and cost.
- Supervision of distribution of birthday cards and presents to members on special occasions.
- Routing of attendance of Jayceettes to attend Chapter's function as well as of other LOMs and National.
- Constitution Review.

Vice President for Membership Development

- Supervise the planning and execution of projects under Membership extension and retention, membership training and management area.
- Review membership kits and literature.
- Co-ordinate with IPP re membership requirement.
- Carrying out survey re members' interests.
- Liaise with ME Director to meet the agreed membership growth Target.
- Advise on and develop systems of communication between Board members.
- Liaise on JC training material with JCI, LOM and other LOMs.
- Constitution Review.

Hon. Secretary

- Prepare minutes, agenda and co-ordinate arrangements for meetings at Board level.
- Communication link between members and Board of Directors.
- Maintenance of Chapter's files.
- Updating of members' mailing and telephone lists and ensure that National has adequate copies.

- Maintain adequate stocks of stationery (letterheads, envelopes, name tags etc.) and membership supply (pins, banners etc.).
- Maintain a record of all action motions until fulfilled.
- Record events of the year.
- Keep the Common Seal in custody.
- Maintain update record with the Companies Registry.
- Maintenance of Reference Library:
  Procuring of JCI Publications and Manuals.
  Record of all reading materials available.
  Circulation of materials.
- Assist the President in handling of routing of Chapter's Correspondence.
- Handling correspondence regarding members acceptance and resignation.
- Informing members of JC office policies.
- Liaise with Hon. Legal Counsel.
- Constitution Review.

Hon. Treasurer

- Prepare the estimate income and expenditure account of the year.
- Co-ordinating with Board of Directors in compling a year Budget.
- Controlling of projects accounts in order to maintain a sound financial status.
- Administering Chapter's assets and inventory record.
- Present monthly statement of account versus budget, and cash flow position at Board meetings.

- Collect membership dues and report the status of paid-up and non paid-up members monthly.
- Liaise with Hon. Secretary on membership list and report on possible deletion.
- Prompt payment of dues to National.
- Payment of bills duly certified by Chairman or Board Members in charge.
- Co-ordinate and liaise with Hon. Auditor.
- Supervise Ways and Means Committee.
- Liaise with Trust Fund Committee (Re: A/Cs)
- Constitution Review.

(B) Directors

- Assisting respective supervising VP on the operation and administration of the Chapter;
- Planning and supervising projects under the assigned areas;
- Submitting project proposal forms and budget for discussion at Board Meetings and incorporation into the year planner;
- Supervision and recruitment of project chairman and committee members, giving them advice and encouragement whenever needed;
- Supervision of compilation of project files, project records, attendance list, photos and negatives and bid books;
- Attending as many LOM and NOM functions as feasible, particularly Inaugural Ball, National Convention, Board Meetings, Monthly Fellowship Gatherings and respective LOM Directors' meetings;
- Communication link between project committee members and Board of Directors.

Community

Community Development Director

– Studies, develops, and execute programs whereby members may promote economic, social, cultural and spiritual development within the Community.

Youth Activities Director

– Execute programs for the benefits of youth, particularly in the areas of health, education welfare and recreation and promotes an understanding of the ideas of Jaycees among young people.

Economic Affairs Director

– Execute programs designed to raise living standards, particularly through programs aimed to study and promotion of trade, tourism and economic development.

Communications

International Affairs Director

– Execute programs designed to create an awareness of international development and world problem to foster good-will, understanding and co-operation among all people.

– Maintain close liaison with Sister LOMs through correspondence, visits and projects.

– Entertaining of overseas guests.

– Promote, co-ordinate and organize delegates to attend convention, conference and congress.

Public Relations Director

– Execute programs to promote Jayceettes image to general public and members of other LOMS.

– Build up good relation with Press, media and T.V.

– Co-ordination on National Functions and projects as well as of other LOMs' functions (e.g. ticket sales).

– Controlling of all press releases before releasing.

– Follow-up on members to attend functions on National and other LOMs.

– Compile and update press kit for Chapter's use.

Publications Director

– In charge of editorial committee for Snapshots, Newsletter, Star Column and Articles for JCI world.

– Co-ordination and maintain photo album of Chapter's activities (color and B/W) for publication purpose.

Administration

Records & Recognition

– Studies plans and propose suitable projects for bidding of NOM and JCI awards.

– Keep records of projects and recognize achievements.

– Set up and review award judging criteria system.

– Set up award judging committee.

– Set up Senator Screening Committee by Senators (propose names for screening and set up criterias).

– Maintenance and custody of Chapter's awards and trophies.

– Assist in Preparation of Bid Books.

– Co-ordination & maintain photo album of Chapter's activities (color and B/W).

Function Director

- Execute programs to promote better relationships between members and other chapters.
- Organize fellowship (open or close) at around 3 to 4 throughout the year.
- Follow up on members to attend Chapter's function.

Membership Involvement Director

- Organise monthly Fellowship gathering (Topics, Speakers, Venues, dates, etc.)
- Organise Interests Groups.
- Training of members re physical competitions, bowling, swimming gala, sports day, etc.

Membership Development

Membership Extension Director

- Undertake membership recruitment publicity program.
- Supervise Prospective Members projects.
- Assist in organizing bi-monthly orientations and pre-induction seminars and update handouts for such meetings.
- Arrange new members for interviews and inductions.
- Handle all correspondence relating to membership enquiries promptly.
- Meet the agreed membership growth target as set out by the Board.

Membership Training Director

- Organize orientations and pre-induction seminars bi-monthly.

- Update slides and materials.
- New Jayceettes Involvement.
- Chapter extension possibilities
- Retention of members.

Leadership & Management Development Director

- Execute programs of individual development through training in leadership techniques, practices of good citizenship, and effective LOM management.
- Supervise the execution of such projects.

(C) Officers

- Assisting respective Director on the operation and administration of the Chapter;
- Assisting in supervision of members who joined the respective Commission Committees;
- Carrying out the assigned duties promptly and efficiently.

(D) Project Committee Members

Project Chairman

- Arranging program and job description;
- Appointing committee members;
- Leading the committee members to achieve its goals;
- Distributing committee work evenly among members and following it up to make sure that the assignments are carried out;
- Acting as chief spokesman of the committee and ready to answer questions when needed;

– Rendering assistance and guidance whenever necessary;

– Seeking advice from supervising officers and keeping them informed of the progress at all times;

– Promoting awareness of project among members and public by sending out circulars and press release;

– Submitting Project Record upon completion of project;

– Noting down details of the project which will be helpful to other chairman in planning similar projects in future.

Points to be noted at the meeting:–

– Drafting agenda and giving sufficient notice for the meeting;

– Calling the meeting on time;

– Establishing a quorum;

– Directing the business and conducting the meeting;

– Insisting upon proper conduct of debate;

– Being impartial;

– Giving firm rulings;

– Giving all persons the opportunity to speak and to vote.

Project Honorary Secretary

– Issuing notice of the meetings;

– Arranging meeting venue;

– Preparing agendas;

– Recording minutes and preferably sending it out before next meeting;

– Keeping the chairman informed of any matters which may assist or invalidate proceedings at the meeting;

– Writing letters in accordance with the instruction of the meeting;

– Collecting relevant material for compiling project file;

– Reminding members of attendance and to obtain written reports if members are absent from meeting.

Project Honorary Treasurer

– Preparing budget based on information given by various committee members;

– Reviewing expenditures along the lines of the budget;

– Keeping records of bills/invoices/vouchers etc.;

– Preparing statement of accounts;

– Liaising through project chairman with LOM Hon. Treasurer regarding expenditure projection.

Sub-Committee Chairman (Program/Function/Promotion) and Committee Member

– Preparing thoroughly items to be presented to the meeting;

– Writing and distributing reports or proposals to other members preferably before the meeting;

– Before meeting, discussing with chairman items not understood, exclusions on agenda, background to reports, apologies, etc;

– Briefing yourself on all matters which may come before the meeting to help eliminate questions;

– During meeting, let your viewpoints be known on important matters – especially if you can clarify an item;

– Performing assigned duties as planned and on time.

IV. THE ROLE OF A DIRECTOR

When a director takes up her term, the first thing she should do is to find out what has been done and left undone in her area of activities. By conducting an in-depth survey of the needs of the community, the organization and the members, she will be in a position to analyse whether past projects should be maintained, broadened or eliminated, and at the same time to establish a basic objective for the current year and for the immediate future.

After the analysis, she should be able to draft a few project ideas which she think can be carried out. Then, it is the time to discuss with the President, supervising Vice President and respective officers (or committee members) to decide on the feasibility of these projects. The following points will have to be considered:–

– possible fruitfulness and impact of the program
– time requirement and availability
– manpower requirement
– finance

After the above exercise, a more detailed plan will be able to be drawn up.

All the proposed projects will have to be submitted and discussed at the Board of Directors' Meeting for adoption, together with a preliminary budget.

After the adoption, the director can then start forming a working committee. She must select a project chairman, initiate meetings and to make sure that what was planned for will be executed within the time-frame and budget.

Of course, the director is required to review constantly the relevant situation and conditions and make recommendations and give advice accordingly. Her responsibilities are to motivate and to provide her committee members information and to convey any difficulties encountered to the Board.

V. PROJECT EXECUTION

(A) Jaycee Cycle – the Jaycee Way of Planning and Conducting a successful Project

STEP 1	SURVEY
STEP 2	ANALYSIS
STEP 3	PLAN
STEP 4	ACTION
STEP 5	EVALUATION

(B) Meeting Procedures in Brief

1. Prepare Before the Meeting

The chairman should draft an agenda, know in advance what to expect from reports and arrange for the meeting place.

Members, too, should prepare. Those who will make reports should know what they will say, and it's best to have the report in writing.

2. Opening the Meeting

Meeting should be called to order at the exact hour (or within half an hour) with enough members (a quorum – more than half of the number).

Agenda and minutes to be adopted. If first meeting, explain reason for holding meeting and name the officers.

3. Speaking during the Meeting

Speaking is accomplished by obtaining the floor and after being recognised by the chairman. In case of debates, order for speaking is given to:

a) maker of motion;
b) no one gets a second chance until everyone has had one chance;

c) the chairman should try to alternate speakers among all sides;
d) Speaking can be stopped by a two-thirds majority votes.

(Robert's Rules of Order gives each person only 2 chances of 10 min. each)

4. Motion at the Meeting

A motion is a precise and clear statement of what is to be done and how it is to be done. It normally needs to be seconded. A motion deals with a problem at a time – thus preventing confusion and speeding action.

Types of motion:

a) **Lay on the Table:** a motion to delay, to an indefinite time, consideration of a main motion, where action can be taken. This helps to allow more time to consider the problem, yet does not set a definite time for reconsideration. A majority of votes who tabled the motion can later figuratively take the motion from the table (Take from Table) and put it on the floor for discussion again.

b) **Main Motion** : a motion to accomplish a part of the business of a group, a motion to adopt a project, create a committee etc., the main motion is to get the work done.

c) **Subsidiary Motion** : a motion generally designed to facilitate action on a main motion – a motion subsidiary to the main motion, such as motions to debate, amend etc.

d) **Incidental Motion** : a motion incidental to the consideration of business and accomplishes certain parliamentary purposes. Examples are questions of order and appeal, suspension of the rules, objection to consideration of a question.

e) **Privileged Motion** : a motion is privileged in the sense that with it, at certain times, goes the privilege of an immediate – or at least earlier – decision in regard to the subject matter to which it relates, rather than to the subject matter of another motion which may have been on the floor. Examples are motions to fix the time to adjourn, or to take a recess.

(C) Order of Business For a Proper Meeting:

1. Opening of meeting.
2. Reading and approval of minutes of the previous meeting.
3. Reports of board and standing committees.
4. Reports of special committees.
5. Special orders.*
6. Unfinished business and general orders.**
7. New business.
8. Closing of meeting.

*Special orders: Important business which the group has previously agreed to take up at this specific time.

**General orders: Matters postponed from previous meetings and set for this meeting.

(D) Guidelines for Carrying Out Projects

1. For Projects held in public places, the committee will have to liaise with the Urban Council/Public Works Department/Medical and Health Department to find out if a licence is required. In certain cases, police should also be informed. However, it is not required for joint project with a government department. Also when necessary to arrange for first aid services and 3rd party insurance.
2. If the project involves any propaganda or audio/visual presentation in public area, the committee should ensure that it does not violate the rules and regulations of the Commissioner for Television and Entertainment Licensing. Its address is at 25/F., International Building, Central, Hong Kong.
3. For printing and circulating of poster in public places, do not have to apply licence although it is not written in the laws that display of posters is allowed.

4. Project which is likely to cause traffic hazard should be consulted with the Traffic Department at Gloucester Road, Wanchai, Hong Kong.

5. When a project is jointly organized with some outside parties/ organizations, the committee should ensure that they have made it clear as to their commitments and responsibilities, to avoid any legal complexities from arising.

   After the completion of a project, the committee should write thank-you letters together with photos and press release to all sponsors, donators, coordinators and helpers, etc. within seven days.

6. When a survey is being carried out or any data/pictures are required, the following organizations may be of some help:–

   * The City Hall Reference Library,
     City Hall, Central, Hong Kong.

   * The Census and Statistics Department,
     111, Des Voeux Road, Central,
     Kai Tak Building (Near Wing On Dept. Store)
     Hong Kong.

   * The Government Information Services,
     Beaconsfield House, 6th floor,
     Central, Hong Kong.

   * The Library of Hong Kong Standard
     News Building, King's Road,
     Hong Kong.

   * Hong Kong TVB or RTV
     Broadcast Drive, Kowloon.

   * Hong Kong Council of Social Services
     Duke of Windsor Social Service Building, 13/F,
     Hennessy Road, Wanchai, Hong Kong.

   Reference Books:

Annual Report	–	Hong Kong Government
Dollar Directory	–	Hong Kong Government
	–	Wah Kiu Yat Po

(E) Guidelines for Writing Correspondence

1. Outgoing Letters

a. Letters should be shown to the concerned director before sending out.

b. If President's signature is required, such as letter to VIPs, the Director or the Project Chairman should, first of all, draft the letter, and then send it to the President for approval. The Director or project chairman can sign the letter for the President, if authorized.

c. Paragraphs on brief introduction of the HK Jayceettes and project should be included in the letter, giving the following information:

   i) Objectives – to provide leadership training through community services.
   ii) Nature of organization
   iii) Objectives of project
   iv) Other pertinent information,
   - Format
   - Date, time & place
   - Sponsors (benefits)
   - Speakers (topics)
   - Participants (relevant requirements)
   - Hon. guest (any requirement)

d. Letters should be copied to President, EVP, supervising VP, Director and Project Secretary.

e. To give a good image to others, after sponsorship letters are sent out, the person responsible for follow up should be very familiar with the Jayceettes organization, the nature of the project, its objectives, and format etc. She should have all the information ready to answer all the enquiries.

2. **Circular**

a. Points to be included:

- name of chapter
- name of project
- project objectives
- format of the project
- date, time, place and contact person of the project
- fee if necessary
- other pertinent information

b. The presentation of the circular should be in line with the nature of the project, such as seriousness or liveliness

c. Sufficient notice must be given.

VI. JAYCEETTES TRUST FUND

Introduction

Senator Florence Wong was appointed to be the first chairman of the Trust Fund Committee in August 1979. The Trust Fund Committee is consisted of five members, of which one must be Past Presidents of the Chapter,one Senator, one Past Jayceette NOM Officer, one Immediate Past Chairman and one current Jayceette President. The term of office would be two years, except the current President whose term of office is one year, and the members would be eligible for re-appointment.

The Committee is to safeguard the surplus derived from the organization of the 1979 JCI HK Conference; to invest the money to generate interest and with the interest earned, to subsidise Jayceettes chapter projects. The Committee, after the first meeting, also resolved to utilize a small part of the fund to encourage the current President to attend JCI Conference, and the current President and incoming President to attend the World Congress. In the case that both of them could not attend, subsidies would be granted on application to other Jayceettes delegates.

Basic Criteria

1. **The Trustees should not consider:**

(a) Projects already subsidised or financed either wholly or partially

by other sources outside the LOM, such as the HKJCC Trust Fund, sponsors, etc,

(b) Fund-raising projects;

(c) Public relations projects;

(d) Membership extension projects;

(e) Projects that involve or benefit only or mostly Jaycee members;

(f) Projects organized jointly with other LOMs or external organizations.

2. **Priority will be given to, in descending order:**

(a) Projects within the scope of JCI Major Emphasis Theme;

(b) Projects within the scope of HKJC or Jayceettes Major Emphasis Theme;

(c) Community development or youth activity projects of unusual originality;

(d) Leadership development projects of unusual originality and with good community involvement.

3. **The following classifications of projects are eligible for consideration:**

(a) Community Development/Youth Activities

(b) Leadership Development

(c) International Affairs

(d) Economic Affairs

METHOD OF RATING

Rating will be made in each of the following 6 criteria. Projects that fail to score 60 points or more will not be considered for subsidy.

	Criteria	Maximum Point Allowed
1.	Priority	20
2.	Originality	20
3.	Cost Effectiveness	15
4.	Benefit to Community	15
5.	Benefit to participants (qualitatively and quantitatively)	15
6.	Benefit to Jayceettes and Jaycees image and publicity	15

NOTIFICATION OF THE RESULT OF APPLICATION

Acknowledgement will be given in writing upon receipt of the application. Official notification will be sent in written form after the Trust Fund Committee Meeting at the last month of each quarter confirming whether or not the application is successful.

CONDITION OF PAYMENT

Payment will only be given on the following conditions:

1. Full completion of the project.

2. Submission of Chairman's report together with full statement of accounts duly endorsed by the Project Chairman and Project Treasurer.

3. Although the application may be approved by the Trust Fund Committee, if in any event sponsorship from outside is obtained after the approval, the subsidy from the Trust Fund will automatically be cancelled.

VII. PROTOCOL

(A) JC Protocol

1. During the National Convention, at the General Assemblies, the Chapter President or his/her appointed representative will be the Chief delegate as well as chief spokesman of the Chapter. As for the voting right, for general discussion, one vote for each chapter. Whereas at the Election of National Officers, the votes would be counted as follows: For a chapter whose membership is above 100, 5 votes would be allocated: For the presence of Chapter all executive

committee members at the election time, 5 executives votes would be allocated as follows:

Chapter President	(1 vote)
IPP	(1 vote)
6 VPs	(1 vote)
Hon. Secretary	(1 vote)
Hon. Treasurer	(1 vote)

2. At the conferences or congresses, the Hong Kong National President or his/her appointed representative will be the Chief Delegate for Hong Kong. All Chapter Presidents would have to channel their enquiries through the National President.

3. Below are two sample Opening Ceremonies programs of JCI Asian Conference and HKJCC National Convention. Please take note of their order of arrivals for delegates and flags. It is always according to seniority.

National Convention Opening Ceremony Program

1. Overture
2. Arrival and seating of all Guests, Senators, Delegates and Observers.
3. Arrival Of Convention Director
4. Arrival Of Chief Delegates & LOM Colours
5. Arrival Of National Officers
6. Arrival Of Overseas Chief Delegates
7. Arrival Of NIPP/Senate Chairman
8. Arrival Of Guests Of Honour accompanied by National President
9. Arrival Of Colours Of United Kingdom, Hong Kong, Jaycees International and Hong Kong Junior Chamber of Commerce.
10. National Anthem
11. Recitation Of JCI Creed
12. Recognition Of Distinguished Guests & Jaycees
13. Reading Of Messages & Greetings
14. Opening Address by National President
15. Address By Guest Of Honour
16. Official Opening Of Convention By Guest Of Honour

JCI Asian Conference Opening Ceremony Program

1. Overture

2. Arrival of. a. Conference Directress
   b. Hosting LOM President

c. APDC Chairman
d. Chief Delegates
e. Hosting NOM President
f. JCI Staff Officers
g. JCI Vice Presidents
h. JCI Executive Committee Members
i. Past JCI Presidents
j. Conference Chairman
k. JCI President

3. Performance

4. Arrival of Guest of Honour

5. Arrival of Colours: a. Hong Kong Jaycees
b. JCI
c. Hong Kong
d. United Kingdom

6. National Anthem

7. Recitation of JCI Creed

8. Messages of Greetings

9. Address by Conference Directress

10. Performance

11. Introduction of Guest of Honour

12. Speech by Guest of Honour and Official Opening

13. Introduction of JCI President

14. Speech by JCI President

15. Performance

16. Introduction of Conference Chairman

17. Address by Conference Chairman

18. Announcement

19. Adjournment

Master of Ceremony:

4. **Head table seating arrangement:**

Chairman for the event always sits at the Centre of the table whereas Guest of Honour sits at his/her left-hand side. Then the second Guest of Honour on the right hand side, the National President (left), the Chapter President (right) to the Chairman.

(4) (2) Chairman (۲) (3) (5)

MIC
Podium

(1) 1st Guest of Honour, (2) 2nd Guest of Honour (3) NP (4) Chapter P (5) MC
If there is a MC, the MC will sit at the end of the Head table next to the micpodium.

5. **Correspondence**

a. In the invitation letter to VIPs, it should clearly state what the V.I.P. is expected to do, such as making a speech (supply with guidelines and time allowed), or presentation of souvenirs. If possible, also enclosed the agenda for the function for his/her information. Two days prior to the function, the Project Chairman should also remind the VIP of the function.

b. After invitation letters are sent out to other Chapter's Presidents and press, the project committee should also give each individual a reminder call on their attendance one or two days prior to the function.

c. Upon completion of the project, the project chairman should send thank you letter together with photos and press release to VIPs and sponsors.

(B) General Protocol

1. Hong Kong Precedence Table (Approved by The Queen in October, 1976)

a. The Governor or Acting Governor.

b. The Commander British Forces, Hong Kong, if of the rank of Lieutenant-General.

c. The Chief Justice.

d. The Chief Secretary.

e. The Commander British Forces, Hong Kong, if of the rank of Major-General.

f. (i) The Bishop of Hong Kong.

(ii) The Roman Catholic Bishop of Hong Kong.

g. The Members of the Executive Council in their order.

h. The Deputy Commander British Forces, Hong Kong, if of the rank of Major-General.

i. (i) The Officer in command of Naval Forces in Hong Kong, if of the rank of senior Captain.

(ii) The Officer in command of Air Forces in Hong Kong, if of the rank of Air Commodore.

Their own relative precedence being determined by seniority in rank, or in the case of equal seniority, by length of appointment.

j. The Members of the Legislative Council in their order.

k. (i) Commonwealth Commissioners and Consuls-General de carriere.

(ii) Acting Commonwealth Commissioners and Acting Consuls-General de carriere.

(iii) Honorary Consuls-General.

Their relative precedence in each sub-group being determined by the dates on which they assumed their appointment.

(iv) The British Senior Trade Commission.

l. (i) The Vice-Chancellor, The University of Hong Kong.

(ii) The Vice-Chancellor, The Chinese University of Hong Kong.

Their relative precedence being determined by the dates on which they assumed their appointments.

m. (i) The Justices of Appeal.

(ii) The Judges of the High Court.

n. Knights.

o. (i) The Commissioner of Police.

(ii) The Chairman of the Public Services Commission. Recruitment, promotion/demotion.

(iii) The Commissioner of the Independent Commission against Corruption.

(iv) The Chairman of the Urban Council.

p. (i) Consuls de carriere who are Heads of Post.

(ii) Acting Consuls de carriere who are Heads of Post.

(iii) Honorary Consuls who are Heads of Post.

(iv) Commonwealth Trade Commissioners.

Their relative precedence in each sub-group being determined by the dates on which they assumed their appointments.

q. The Secretaries and Heads of First Grade Departments, by seniority of appointment.

r. (i) (1) The Deputy Commander British Forces, if of the rank of Brigadier.

(2) The Commander Gurkha Field Force, if of the rank of Brigadier.

(ii) (1) The Officer in command of Naval Forces in Hong Kong, if of the rank of junior Captain or below.

(2) The Officer in command of the Air Forces in Hong Kong, if of the rank of Group Captain or below.

The relative precedence of the officers in (i) and (ii) being determined by seniority in rank, or in the case of equal seniority, by length of appointment.

s. The Hong Kong Commissioner, London.

t. (i) Vice-Consuls de carriere who are Heads of Post.

(ii) Honorary Vice-Consuls who are Heads of Post.

u. Members of the Urban Council in their order.

v. Administrative Officers Staff Grade 'A' and Heads of Departments of similar status, by seniority of appointment.

w. The District Judges.

x. Companions, Commanders, Officers and Members of Orders of Chivalry.

y. Justices of the Peace.

2. Honours

a. Knight Commander (KBE)

b. Knight Bachelor

c. Companion of the Most Distinguished Order of St. Michael and St. George (CMG)

d. Most Excellent Order of the British Empire

(i) Commander (CBE)

(ii) Officer (OBE)

(iii) Imperial service Order (ISO)

(iv) Member (MBE)

e. British Empire Medal (BEM)

f. Imperial Service Medal

g. (i) Queen's Police Medal (QPM)

(ii) Queen's Fire Service Medal (QFSM)

h. Colonial Police Medal (CPM)

i. Badge of Honour

j. (i) Colonial Police Long Service Medal

(ii) Colonial Fire Brigades Long Service Medal

(iii) Colonial Prison Service Medal

3. Any queries on the practice of protocol, such as, ways to address a government official, seniority of titles etc., can be checked with the Protocol Section of the Government Secretariat, at 5-95230.

(A) Project Proposal Form

Name of Project	AGAINIST CHILD ABUSE
Month/Dates of Project	End of Feb., 1981 – Seminar
Proposed Budget	
Source of Income	Self-financed
Objectives/Purpose of Project	The objective of this seminar is to bring out this social problem and to create an awareness to the public at large. The main target groups are social workers, university students. etc. The purpose is to give the people a better understanding of child abuse and its prevention to this gradually deteriorating community problem.
Description/Format	This project will be organised in the form of seminar which will be held for two Saturdays or one day. Prominent figures and community leaders will be invited to voice their opinions on this subject.
Participation by: Members Non-members	To ensure the success of this seminar, committee members have to play an active part in conducting survey, planning and execution of work. This will involve a lot of members' efforts in approaching the people concerned for the related information such as arranging venue, inviting guest speakers, enquiring information from Government and voluntary bodies.
Benefit to Community (Int'l Benefit for IAC) (Economic Benefit for EAC)	To prevent child abuse To draw public attention to this problem To educate the parents
Benefit to organisation	This will help us to promote our chapter image that we are paying attention to this community problem which is firstly ever brought to light to the public, and through publicity of this project, we can recruit more members.

(B) Content of a Project File

1. All files should contain a **Table of Contents** which serves as an easy reference for the reader to grasp instantly what is contained in the project file.

An ideal Table of Contents is cited below for your reference. This might vary according to the size of your project.

I. Table of Contents
II. Chairman's Report
III. Administration
  a. Organization Chart
  b. Minutes and Agendas of Meetings

IV. Survey and Analysis
  a. People contacted and their comments
  b. Reference materials on the subject

V. Planning
  a. Work Plan
  b. Proposed Time Schedule
  c. Job Outline

VI. Execution
  a. Correspondence with outsiders
  b. Correspondence with Jaycees/Jayceettes
  c. Application Forms

VII. Finance
  a. Statement of Account
  b. List of Sponsors
  c. Proposed Budget

VIII. Publicity and Promotion
  a. Press Release
    i) before the occasion
    ii) after the occasion
  b. Invitation letters to press/radio/T.V. stations
  c. Promotional radio interview (enclose tape)
  d. Promotional radio broadcast (enclose tape)
  e. Poster sample

IX. Participation
   a. by LOM members (list out)
   b. by outsiders (list out)

X. Photos

2. Dividers made of hard card-board should be used, again, for easy reference. Type or write in block letters the subject of each column, e.g.

I. Table of Contents
II. Chairman's Report
III. Administration
   a. Organization Chart
   b. Minutes and Agendas of Meetings etc.

(C) Mass Media Contact List

Mass Media Organisation	Address	Telephone No.
1. Newspapers		
Centre Daily News Michael Lee (News Editor)	A1-2, 2/F & A3, 3/F., Fortune Factory Bldg., 40 Lee Chung St., Chaiwan, H.K.	5-793128
H.K. Commercial Daily Cheung Hok-hung (Editor)	499 King's Road, North Point, H.K.	5-640838
Hong Kong Daily News Ltd. Law Kwun-wai (Editor)	7-13 New Street, Western District, H.K.	5-488261-9
H.K. Economic Journal Lin Shan-mu (Editor)	499 King's Road, 4/F., Block A, Industrial Bldg., North Point, Hong Kong.	5-626221 (4 lines)
Hong Kong Standard Alan Castro (Editor-in-Chief)	News Building, 635 King's Road, Hong Kong.	5-618691
Hong Kong Times Chen Sei-ching (Editor)	Hua Hsia Bldg., 64-66 Gloucester Road, Hong Kong.	5-279321-4
Kung Sheung Daily News Robert Ho (Managing Director)	18 Fenwick Street, Hong Kong.	5-283378/80
Ming Pao Daily News Louis Cha (President)	651 King's Road, Hong Kong	5-614115-8

Mass Media Organisation	Address	Telephone No.
Oriental Daily News Chow Shek (Editor)	Oriental Daily News Bldg., 6 Kwei Chow Street, Tokwawan, Kowloon.	3-330111
Sing Pao Daily News Hon Chung Shuen (Editor)	3 Shell Street, G/F., Hong Kong.	5-705129
Sing Tao Jih Pao Chow Ting (Editor)	News Bldg., 635 King's Road, Hong Kong.	5-616211
South China Morning Post Robin Hutcheon (Editor)	Morning Post Bldg., Tong Chong Street, H.K.	5-620161
Ta Kung Pao Li Hsia-wen (Editor)	342 Hennessy Road, Hong Kong.	5-757181-7
Tin Tin Yat Pao Lee Tat-sang (New Editor)	Aik San Factory Bldg., Westland Road, Block 'A', 3/F., Quarry Bay, H.K.	5-626131-3
Wah Kiu Yat Po Ho Kin-cheung (Editor)	110 Hollywood Road, Hong Kong.	5-229081
Wen Wei Po Kam Yiu-Yu (Editor)	197-199 Wanchai Road, Hong Kong.	5-722211
Keung Sheung Evening News Tam Tat-fu (Editor)	18 Fenwick Street, Wanchai, Hong Kong.	5-283378/80

Mass Media Organisation	Address	Telephone No.
Ming Pao Evening News Lee Man-kai (Executive Editor-in-Chief)	651 King's Road, 9/F., H.K.	5-614115
New Evening Post Lo Fu (Editor)	342 Hennessy Road, Hong Kong.	5-721700
Sing Tao Man Pao Tong Big-chuen (Chief Editor)	News Building, 635 King's Rd., Hong Kong.	5-615623
The Star Edward Hung (Editor)	830, Lai Chi Kok Rd., Sing Tao Industrial Bldg., 2/F, H.K.	3-7427014
Wah Kiu Man Po Chan Siu-chiu (Editor)	110 Hollywood Road, Hong Kong.	5-229081
2. Broadcasting/Television		
H.K. Commercial Broadcasting Co. Ltd. George Ho (Managing Director)	3 Broadcast Drive, Kowloon, Hong Kong.	5-236223
Radio Television Hong Kong Cheung Man Yee (Controller Radio) Maria Wan (Head General Program, TV) Ng Ming Lam (Acting Head, Chinese Public Affairs, TV)	Broadcasting House, Broadcast Drive, Kowloon.	3-370211

Mass Media Organisation	Address	Telephone No.
Rediffusion Television Ltd. Osman bin Talip (Controller, News & Public Affairs)	Television House, 81 Broadcast Drive, Kowloon.	3-3890442
Television Broadcasts Ltd. Robert H.C. Chan (General Manager)	77 Broadcast Drive, Kowloon.	3-360111
3. Magazines		
Eve M. Mohindar (Managing Director)	c/o Communication Management Ltd., 2104 Alliance Bldg., 130-136 Connaught Rd., C. H.K.	5-434981
Eve Home Journal M. Mohindar (Managing Director)	c/o Communication Management Ltd., 2104 Alliance Bldg., 130-136 Connaught Rd., C. H.K.	5-434981
Hong Kong Tatler M. Mohindar (Managing Director)	c/o Communication Management Ltd. 2104 Alliance Bldg., 130-136 Connaught Rd., C. H.K.	5-434981
Impact Thomas Chu (Editor)	Impact Printing & Graphics Co. Ltd. 116 Wharf Rd., G/F., North Point, H.K.	5-783625
Ladies & Home C.N. Chou (Director)	Seashore Publishing Co., Rm. 1204-5, San Toi Bldg., 139 Connaught Rd H.K.	5-446651
Ladies Life Press Kam Ying (Editor)	Rm. 102, Lyndhurst Building, 29 Lyndhurst Terrace, Hong Kong.	5-442123

(D) Names & Addresses of Past Sponsors/Hon. Guests

1. American Optical Co.
   Watson's Estate
   Hong Kong.
   – Sponsor for Better Vision (1972) (1973) & (1974)

2. Asahi Photographic Supplies
   Daily House, 12/F., 29-37, Haiphong Rd.
   Kowloon.
   Attn: Mr. K.C. Yuen, Gen. Mgr.
   – Sponsor for Better Opportunities for the Mentally–Handicapped (1977)

3. Asgonic Ltd.
   15-33 Kwai Tak Street,
   Kwai Tak Industrial Centre, 9/F.
   Block 1, Unit D, Kwai Chung, N.T.
   Kowloon.
   Attention: Mr. Quentin Y.C. Fong, Director
   – Sponsor for The Young & The Restless Lyric Writing Contest & Drama Contest

4. Bank of America NT & SA,
   Hutchison House, Rm. 1305, H.K.
   Attn: H.A. Wascheck, Senior Vice President

5. Caldbeck, MacGregor (HK) Ltd.
   Box 109, Tsuen Wan, N.T.
   Attn: Mr. S.P. Chow, Director
   – Sponsor for Fun Games (1977)

6. Personnel Manager
   The Chase Manhattan Bank
   World Trade Centre
   G.P.O. Box 104, Hong Kong
   – Sponsor for Ten Outstanding Young Persons Selection (TOYP) 1974
   – Sponsor for Creative Toys Competition (1977)

7. Chiap Hua Cheng Foundation
   World-wide House, 19/F.
   19 Des Voeux Road C.
   Hong Kong.
   Attn: Miss Lillian Cheng, Exec. Secretary
   – Sponsor for Theme Booklet (1981)

8. Dodwell HK Ltd.
   Elizabeth House
   Hong Kong.
   – Sponsor for Office Machine Demonstration and Typing Contest (1972)

9. Edward Keller Ltd.
   36/F., Windsor House, Causeway Bay,
   Hong Kong.
   Attn: Mr. Dudley Chiu, Product Manager
   – Sponsor for Young & Old Family as a whole (1980)

10. Exxon Chemical Asia Pacific Ltd.
    G.P.O. Box 749, Hong Kong
    Attn: Mr. Hari Bedi, Public Affairs Manager
    – Sponsor for Young & Old (1980)
    – Sponsor for Theme (1981)

11. Friesland Trading
103 Holland House, Central, H.K.
Attn: Mr. Felix Chan, Sales Manager

12. Furama Hotel
1 Connaught Road,
Central,
Hong Kong.
– Sponsor for 5th Anniversary Celebration – Autumn Fantasy Fashion Show (1974)

13. Gilman & Co.,
Elizabeth House, Causeway Bay, H.K.
– Sponsor for Elementary Secretarial Course (1974)

14. Jebsen & Co.,
Office Equipment Dept.,
Scomber Bldg., 10/F.,
1 Yip Fat Street, Wong Chuk Hang,
Hong Kong.

15. Join-in Shirt Ltd.
Ashley Mansion, 2/F.
10-14 Ashley Road, Kln.
– Sponsor for Fun Games (1978)

16. Mr. Lau Wong Fat, J.P.
Tuen Mun Rural Committee
San Hui, Tuen Mun,
New Territories
– Sponsor for Toy Library (1980)

17. Mass Transit Railway Corp.
18/F Bank of America Tower
Harcourt Road, Central
Hong Kong.
Attn: Mr. E.A. Black, Managing Director
– Sponsor for The Young & The Restless Exhibition (1981)
– Sponsor for Promotion of HK Products Exhibition (1981)

18. Medical & Health Department
Lee Gardens
4th Floor,
Hysan Avenue,
Hong Kong.
– Sponsor for Earth Population Awareness Program (EPAP) (1974)

19. Nestle's Products (HK) Ltd.
Room 514, Prince's Bldg.
Hong Kong.
– Sponsor for Walk for Cambodia (1980)
– Sponsor for Fun Games (1978)

20. Peat Marwick Mitchell & Co.
Prince's Building,
Central,
Hong Kong.
– Sponsor for Ten Outstanding Young Persons Selection (TOYP) (1974)

21. Profilia of West Germany (Far East) Ltd.
275 Chatham Road, Hunghom
Kowloon.
Attn: Mr. Nicholas Ling, Director & General Manager
– Sponsor for Castle or Dump (1980)

22. Rank Xerox Ltd.
12C Watson's Estate, North Point
Hong Kong.
Attn: Mr. Frank Lin, Sales Manager
– Sponsor for JCI HK Conference (1979) – Typewriters

23. Reynolds R.J. Tobacco Co. Ltd.
Asian House, Hennessy Road
Hong Kong.
Attn: Mr. Samson Suen

24. San Miguel Brewery (HK) Ltd.
Hotel Plaza, Hong Kong.
Attn: Mr. Mel. C. Tobias
– Sponsor for Theme Fundraising (1981)
– Sponsor for Track & Field (1981)

25. The Shell Company of HK Ltd.
Shell House, 16/F.
Queen's Road, C., H.K.
Attn: Mr. Sam Osmond
– Sponsor for E.N.E.R.G.Y. '80 (THEME – 1980)

26. Shui Hing Department Store
23 Nathan Rd
Hong Kong
– Sponsor for Helen Reddy Show (1975)

27. Sincere Co.
173 Des Voeux Rd C.
Hong Kong.
– Sponsor for Chinese Chess Contest (1975)

28. Sun Hing Shipping Co.
9/F., South China Bldg.,
Wyndham Street, Central,
Hong Kong.
– Sponsor for Voice of the Unvoiced (1975)

29. Sunkist Products A.S. Watson & Co. Ltd.,
Watson's Estate, Hong Kong.
Attn: Mr. Henry Cheng

30. Wing On Department Store
26 Des Voeux Road, Central,
Hong Kong.
– Sponsor for 5th Anniversary Celebration – Autumn Fantasy Fashion Show (1974)

31. Mrs. Ellen Li
– Hon. Guest for Essay Competition on HK Economy

32. Mr. Hilton Cheong-Leen, DBE, JP
Chairman
Urban Council
Hong Kong.
– Hon. Guest & Welcoming Reception/Award Presentation (Theme 1981)

33. Hong Kong Junior Chamber of Commerce
c/o A. De O. Sales & Co. Ltd.
908 Prince's Bldg., Central
Hong Kong.
Attn: Mr. A. De O. Sales, CBE, JP

34. Mr. B.V. Williams, E.D., J.P. – Hon. Guest for Castle or Dump (1980)
Director of Housing
101 Princess Margaret Road
Kowloon.

35. Recreation & Sports Service – Hon. Guest for Young & Old (1980) & Fun Games (YAC – 1978)
Wing On Centre, 11/F.
111 Connaught Road C., H.K.
Mr. Dicken Yung, Principal Recreation & Sports Officer

(E) HK Jayceettes Past Project Files

Past project files are very useful for project planning of similar nature. They are obtainable from the RRC Director.

Year	Projects Names
1971	1. (CDC) Visit to Cape Collison Juvenile Children 2. (YAC) Anti-Narcotics School Essay Competition 3. (YAC) Elementary Commercial Course 4. (PRC) Bosses' Night & Fellowship Dinners
1972	1. (CDC) Better Vision 2. (CDC) Chinese New Year Children's Party 3. (CDC) Sponsorship to 2 blind girls at Ebenezee School and Home for the Blind 4. (YAC) Office Machine Demonstration and Typing Contest 5. (IAC) Triangular Sisterhood Pact Signing with Manila and Dhonburi 6. (IAC) World Congress Delegation Committee 7. (WM) 1972 Charity Ball
1973	1. (CDC) Visit to Salvation Army Children 2. (CDC) Better Vision 3. (YAC) Youth Paint-In
1974	1. (CDC) Children's Carnival 2. (CDC) Earth Population Awareness Program (EPAP) 3. (CDC) Better Vision 4. (EAC) Young Policy Maker 5. (IAC) Children's Art Contest and Exhibits 6. (IAC) Signing of Sisterhood Pact with Kaohsiung Jaycees, ROC 7. (LDC) Seminar on Chairmanship 8. (LDC) Seminar on Communications 9. (LDC) Chapter Development Seminar 10. (MEC) 1st Orientation 11. (MEC) 2nd Orientation

12. (MEC) 3rd Orientation
13. (MEC) 4th Orientation
14. (MEC) Jayceettes Photo Library
15. (MEC) Profile of Jayceettes
16. (MEC) Getting to know us tonight
17. (MEC) X'mas Carolling
18. (MEC) Membership Kit
19. (PRC) 5th Anniversary Celebration
20. (PRC) Ten Outstanding Young Persons Selection
21. (YAC) Elementary Secretarial Course
22. (WM) Gala Premiere 'Papillon'

1975

1. (YAC) Chinese Chess Contest
2. (YAC) Youth Camp
3. (LDC) Leadership Development Course
4. (LDC) LIA
5. (IAC) Most Outstanding JC Wife Award Project
6. (CDC) Earth Population Awareness Program (EPAP)
7. (CDC) Voice of the Unvoiced
8. (PRC) Poolside Party
9. (EAC) Essay Competition on H.K. Economy
10. (WM) Helen Reddy Show

1976

1. (CDC) Anti-Measles Campaign
2. (PRC) Folk's Nite
3. (CDC) Light to the Dark
4. (TH) Sea Pollution
5. (PRC) What Jaycees Think of the Jaycee

1977

1. (CDC) Better Opportunities for the Mentally-Handicapped
2. (CDC) Community Focal Points '77
3. (EAC) Home Sweet Home
4. (EAC) How to Invest Your Money
5. (EAC) Industrial Field Visits
6. (LDC) 1st Pre-Induction Seminar
7. (LDC) 2nd Pre-Induction Seminar
8. (LDC) 3rd Pre-Induction Seminar
9. (LDC) Badminton Course
10. (LDC) Effective Speaking Course

11. (LDC) Management Course
12. (LDC) Our Rights, Our Responsibilities
13. (LDC) Transactional Analysis
14. (MEC) 1st Orientation
15. (MEC) 2nd Orientation
16. (MEC) 3rd Orientation
17. (MEC) 4th Orientation
18. (MEC) Bottoms-Up
19. (MEC) Come & See
20. (MEC) Knowing Me, Knowing You
21. (MEC) Mandarin – Sing a Song, Sing Along
22. (MEC) Membership Job Drive
23. (MEC) Operation Fair Lady
24. (MEC) Sporting Facilities in HK
25. (MEC) Walkie, Talkie & Spot the Goodie
26. (NOM) 11th National Convention – Hon. Trea. Files
27. (PRC) Fiesta '78
28. (PRC) Food Market International
29. (PRC) New Year Carnival
30. (PRC) Weekend Camp
31. (THEME) Save the Waste
32. (YAC) Creative Toys Competition
33. (YAC) Toy Library

1978

1. (CDC) Samaritan Befrienders
2. (EAC) How to Start & Run a Business
3. (IAC) Asian Lady LOM Council
4. (LDC) 1st Pre-Induction Seminar
5. (LDC) 2nd Pre-Induction Seminar
6. (LDC) Conference & You
7. (LDC) Personal Growth Intensive Course
8. (LDC) Refresher Pre-Induction
9. (MEC) Visit to Orphanage
10. (MEC) 1st Orientation
11. (MEC) 2nd Orientation
12. (MEC) 3rd Orientation
13. (MEC) 4th Orientation
14. (PRC) Go Bowl with Jaycees
15. (PRC) Swing in the Spring
16. (PRC) Warm Up Party
17. (THEME) Love Your Children

18. (W&M)Chinese Opera Fundraising
19. (YAC) Fun Games

1979

1. (CDC) Refugees & You
2. (EAC) Entertainment & Economy Exhibition
3. (IAC) 79 HK Conference – Final Report of Proceedings
4. (LDC) 1st Pre-Induction Seminar
5. (LDC) 2nd Pre-Induction Seminar
6. (LDC) 3rd Pre-Induction Seminar
7. (LDC) 4th Pre-Induction Seminar
8. (LDC) Communication Workshop
9. (LDC) Parliamentary Procedures
10. (MEC) 1st Orientation
11. (MEC) 2nd Orientation
12. (MEC) 3rd Orientation
13. (MEC) 4th Orientation
14. (MEC) Discofit
15. (MEC) Yoga
16. (MEC) 10 Year Projects' Survey
17. (MEC) What You Comment, What We Improve
18. (PRC) Disco Inferno
19. (PRC) Seafarer
20. (PRC) Shum Chun Tour
21. (PRC) 10th Anniversary Celebration
22. (YAC) Fun Day of Toy Library
23. (YAC) Creative Collage Competition

1980

1. (CDC) Alcohol and You Seminar
2. (CDC) Castle or Dump
3. (EAC) New Trend of the 80's
4. (LDC) Speed Reading Techniques
5. (LDC) Outdoor Activities Training Course
6. (LDC) Outward Bound Course
7. (LDC) Management Seminar
8. (LDC) 1st Pre-Induction Seminar
9. (LDC) 2nd Pre-Induction Seminar
10. (LDC) 3rd Pre-Induction Seminar
11. (LDC) 4th Pre-Induction Seminar
12. (IAC) Walk For Cambodia
13. (MEC) Shum Chun Industrial Visit

14. (MEC) Light and Bright
15. (MEC) Happy Ocean'80
16. (MEC) Be a Perfect Hostess
17. (MEC) 1st Orientation
18. (MEC) 2nd Orientation
19. (MEC) 3rd Orientation
20. (MEC) 4th Orientation
21. (MEC) 5th Orientation
22. (MEC) 6th Orientation
23. (MEC) 7th Orientation
24. (PRC) Treasure Hunt
25. (PRC) Talent Quest '80
26. (PRC) Dragon Boat Race
27. (PRC) Hawaiian Nite
28. (Theme) E.N.E.R.G.Y. '80
29. (YAC) 2nd Toy Library
30. (YAC) Young and Old, Family as a Whole
31. (PRC) Mahjong Contest

1981

1. (CDC) Against Child Abuse Campaign
2. (CDC) Selection of Disabled for Exchange Tour
3. (CDC) Population/Family Life Education Seminar
4. (CDC) Acquire Business Conscience Seminar
5. (EAC) Investment Tips Seminar
6. (EAC) Promotion of HK Products Campaign
7. (LDC) Art of Speaking
8. (LDC) Debate How?
9. (LDC) Advertising Seminar
10. (LDC) Master of Ceremony Seminar
11. (LDC) Hell to Heaven Camp
12. (LDC) 1st Pre-Induction Seminar
13. (LDC) 2nd Pre-Induction Seminar
14. (LDC) 3rd Pre-Induction Seminar
15. (LDC) 4th Pre-Induction Seminar
16. (LDC) 5th Pre-Induction Seminar
17. (LDC) 6th Pre-Induction Seminar
18. (LDC) 7th Pre-Induction Seminar
19. (MEC) Hello to the Disabled
20. (MEC) Tasty Weekend
21. (MEC) Treasure Wonderland
22. (MEC) Cinderalla

23. (MEC) Flaming Evening
24. (MEC) 1st Orientation
25. (MEC) 2nd Orientation
26. (MEC) 3rd Orientation
27. (MEC) 4th Orientation
28. (MEC) 5th Orientation
29. (MEC) 6th Orientation
30. (MEC) 7th Orientation
31. (MEC) 8th Orientation
32. (MEC) 9th Orientation
33. (MEC) 10th Orientation
34. (MEC) 11th Orientation
35. (NOM) JC Olympics – Track & Field Event
36. (PRC) Dragon Boat Race
37. (PRC) Jaycees Carnival
38. (PRC) Classical Dance
39. (IAC) Big Band
40. (IAC) Disabled Exchange Program
41. (YAC) The Young & The Restless Campaign
42. (Theme) The Undaunted Eagle
43. (W&M) Masquerade '81
44. (RRC) Photography/Award Bidding Seminar
45. (RRC) Bid Book Compilation Seminar
46. (LDC) Officers' Training School
47. (SEC) Constitution Review
48. (ADMIN) Administration Handbook
49. (MEC) Distribution of Handbook to Disabled