**KINDNESS BADGE AWARD**

**Project Report**

**Details of Project**

**School:**

**Uniformed Group(s):**

Digital campaign or Physical campaign?

**Project Type:**

**Project Title:**

**Kindness Theme:**

**Teacher(s)-in-charge:**

**Email Address(s):**

**Contact Number(s):**

**Team Members’ Full Names (As in NRIC):**

**1)**

**2)**

**3)**

**4)**

**5)**

**6)**

**7)**

**8)**

**9)**

**10)**

**11)**

**12)**

(*Please ensure that team member’s FULL NAMES are spelled correctly.)*

**Executive Summary**

In this summary, include in no longer than 300 words:

* Project theme/title
* Objectives
* Target audience
* Overview of activities conducted (for physical campaign)
* Overview of online content (for digital campaign)
* Participants of project (including external parties if any)
* Impact and outcomes (e.g. outreach numbers)
* Challenges/Limitations

**Project Implementation**

|  |  |
| --- | --- |
| **Dates** | **Tasks** |
|  | e.g. Plan event with team members |
|  | e.g. Instagram Post 1:  Caption: |
|  | e.g. Do publicity in school  Distribute appreciation cards to schoolmates  Prepare welfare packs for delivery riders |
|  |  |
|  |  |

List team members’ roles and job scopes for the campaign.

|  |  |
| --- | --- |
| **Name** | **Role** |
|  | e.g. Source for activity materials, Draft captions for Instagram posts |
|  |  |

Indicate the logistics and budget used, if any. Do indicate ‘SKF Funding’ where relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Purpose** | **Amount** | **Source** |
| Item A |  | $-.-- | Buy from xxx (SKF Funding) |
| Item B |  | $-.-- | Taken from home |
|  |  |  |  |

If your team executed an event for your project, share with us the actual schedule of the event.

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Venue** |
| 1100-1115 | Briefing for team members |  |
| … |  |  |

**Students’ Reflections**

Please keep to a maximum of 200 words per reflection.

**Appendices**

You may include:

* Photos (Hi-resolution)
* Videos
* Images/Screenshots of Instagram page
* Materials created for campaign
* Feedback from target audience (if any)
* Pre and post-campaign surveys (if any)