



UNIVERSITI SAINS ISLAM MALAYSIA

جَامِعَةُ الْعُلُومِ الْإِسْلَامِيَّةِ الْمَالِيزِيَّةِ
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

REPORT
SEMARAK BUDI LANGANDANG 2.0 PROGRAM
DATE
2 JANUARY 2017
PLACE
CHOW KIT ROAD, KUALA LUMPUR
ORGANISER
STUDENT USER MOVEMENT SECRETARIAT
NUMBER OF STUDENTS
25 STUDENTS
PROGRAM DIRECTOR
AHMAD AIDIL (1118120)

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Alignment: center

All writing from this page onwards must be in:

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Line Spacing: Single
Alignment: Justify

1.0 Program Report
(according to news format)

CHOW KIT, 2 JAN -
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SAMPLE

2.0 Financial Report

(please refer to the financial implications in the approved paperwork)

2.1 Income/Allocation/Resources

- i) **USIM 'Alamiyyah Allocation (RM1,234.00)**
 - please state the approval amount and attach a copy of the program approval letter.
- ii) **Sponsorship (if any)**
 - please attach a copy of the approval letter for sponsorship from the Deputy Vice Chancellor (Student and Alumni Affairs) office.
 - please state the amount of sponsorship received and the source of the sponsorship.
 - please attach a copy of the letter from the sponsor stating the amount of money received.
- iii) **Entrepreneurship (if any)**
 - Briefly state the information on the entrepreneurial activities carried out, income, expenses and the amount of money generated.

2.2 Expenses

- i) **Participant Food**
 - Breakfast (RM3.00 x 80 pax = RM240.00)
 - Lunch (RM5.00 x 80 pax = RM400.00)
- ii) **Bunting / Poster (RM400.00)**
- iii) **Speaker (RM240.00)**
- iv) **Transportation (RM1,100.00)**
- v) **Equipment (RM260.00)**

Please attach only **one (1) COPY** of the **purchase receipts** or **any supporting documents** related to the program in the Financial Report.

- 3.0 "Softcopy" of Program Photo (with caption).
- 4.0 "Softcopy" of Program Video (with caption).
- 5.0 Activity Summary (program/ activity schedule)
- 6.0 Participant Name List (name, position, matric no. and telephone no.)

SAMPLE

Prepared by,

Reviewed by,

(FULL NAME)
Program Secretary

(FULL NAME)
Program Director

Approved by,

(FULL NAME)
Student Body Advisor

FOR USIM 'ALAMIYYAH USE	
First Review : Date :	Second Review: Date :
Verified by : Date :	