

CCA Day Open House 2007

Date: 13 January 2007

Venue: Hong Kah Secondary School, Quadrangle

Objective:

- 1) To recruit 15 new Sec 1 Boys
- 2) Boys to learn to Plan, Organise and Execute Project

Committee

Project NCO IC	SGT Ng Yong Sheng
	SGT Koh Jun Jie
Teacher-In-Charge	Mr Wee

Budget

		<i>Estimate</i>	<i>Actual</i>	
1	Souvenirs for new recruits	\$40.00	\$36.00	Carabineer Sling Pen from BB Shop
2	Publicity Leaflets		\$30.00	200 pcs
3	Archery		\$700.00	Include Training for Boys
			\$766.00	

Action Plan

	<i>Task</i>	<i>OIC</i>	<i>Deadline</i>	<i>Status/Remark</i>
1	Update Notice Board		4 Jan 2007	Done
2	Create Slideshow		11 Jan 2007	Self-play in the tentage
3	Collect BB News from BBHQ		11 Jan 2007	
4	Buy Souvenirs		11 Jan 2007	
5	Buy Publicity Leaflets		11 Jan 2007	Update contact info in leaflets
	(source archery, etc)			
	(meetings, briefings...)			

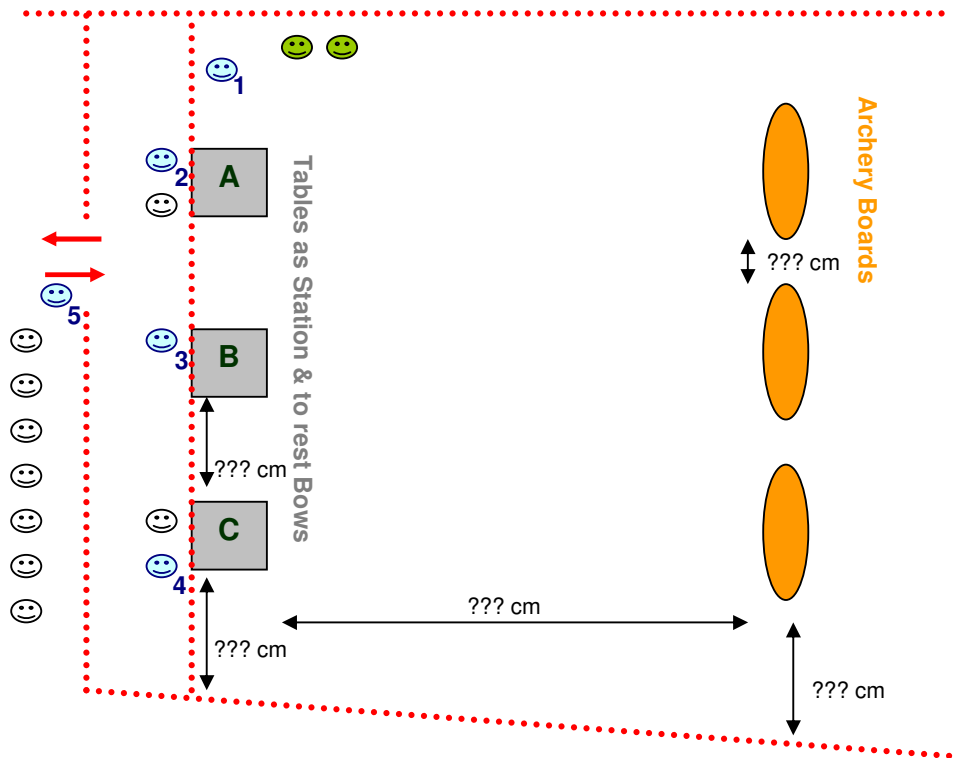
Programme

Time	Task	Involved	Remark
0730	Roll Call	CSM, All	Full-U
0740	Uniform Inspection	CSM	
0800	Set-up Booth, Tentage, Archery Area		Take logistic
0900	NYS & OTY to proceed to School Hall for presentation	NYS, OTY	
0915	Archery Personnel arrived to set-up Archery Equipments/Area		
0930	All Boys on stand-by at respective location		
1000	Start of CCA Exhibition		
1100	Pack-up and ensure cleanliness of area		
	Archery lesson @ Archery Area		
1230	BB Vesper & Dismiss		

Logistics List

	<i>Item</i>	<i>Qty</i>	<i>OIC</i>	<i>Loan From</i>	<i>Remark</i>
<u>Booth</u>					
	Long Tables	2	Jeremy	(Canteen)	Ming hua help to inform him
	Benches	4	Jeremy	(Canteen)	" "
	Carabineer Sling Pen	20	Wei jie	BB Room	Souvenir for new recruit
	BB News	120	Wei jie	BB Room	
	BB Publicity Leaflets	200	Kenneth		Another boy to assist him, tee yong
	Archery Coupons		Ming Hua		(inserted into Publicity Leaflets) Qty (200) Everyone gets some extra
	Badges Display Panel	1	CLT Kelvin	JVSS	
	Awards & Trophies		Levin	BB Room	<ul style="list-style-type: none"> ▪ JM Fraser 2005 ▪ ??? ▪ ???? ▪ ?????
	Senior Boys Handbook		Levin	BB Room	
	Writing Pen	2	Wei jie		Kim leong to assist
	BB Registration Form	1	Wei Jie		New Recruit Record
<u>Dome Tentage (beside Booth)</u>					
	Dome Tentage	1	Koh Jun Jie		Nathan to help him
	Sleeping Bag	1	" "		
	Bunsen Burner	1	" "		
	Mess Tin	1	" "		
	Metal Fork & Spoon	1	" "		
	Laptop	2	NYS		1 Loaded with slide 1 to play recruitment video
	Thumbdrive	1	NYS		Backup of slide
	Recruitment VCD	1	NYS		Contains Recruitment Video
<u>Archery</u>					
	Archery Equipment		Sherman		Provided by Ace Archery
	Tables	3			For Archery
	Plastic Bag / Box	1	Sherman		Collect used Archery Coupon
	Safety Zone Tape	1	DK		
	Whistles	2	John		Safety NCO
<u>General</u>					
	Camera	1	LJJ		Take photo

Archery Procedure / Safety Guidelines



- 5 NCOs in positions
- NCO1 in-charged of overall safety
- Students to queue with NCO5
- NCO5 to collect Archery Coupons from Student and direct them to available Station.
- Stations NCO2 to NCO4 to assist Student in holding the Bow & Arrow correctly.
- Stations NCOs to wait for signal (whistle once) from NCO1 before start to shoot.
- NCO1 to check that nobody is near the Archery Board before signal to shoot.
- Each Student can shoot 3 arrows.
- When a Station is done, the Student may go off. NCOs at the Station to wait for NCO1's signal (whistle twice) before proceeding to the Archery Board to collect the Arrows.
- NCO5 allow students into Station after ALL NCOs are back from collecting the arrows.

IMPORTANT

- Only allow Students into Station when ALL Station NCOs are in position.
- NCO1 to check that nobody is near the Archery Board before signal to shoot.
- Proceed to shoot at NCO1's signal (whistle)
- Proceed to collect arrows at NCO1's signal (whistle twice)
- NO Boys, Students are allowed in the Condoned Area unless allowed by NCO1.
- Where safety issue is concerned, Archery Personals overwrite NCOs decision.
- Promptly inform Project NCO ICs, TICs, Officers where needed.