



Reference No.: \_\_\_\_\_

## PROGRAMME PROPOSAL FORM (PPF)

REMINDER: **PLEASE FILL UP THE FORMS COMPLETELY.**

### 1. PROGRAMME

- i. Name of Programme : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ii. Organiser/s : \_\_\_\_\_
- iii. Venue : \_\_\_\_\_
- iv. Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_
- v. Expected No. of Participant (s) \_\_\_\_\_

#### FOR OFFICE USE

Please tick (✓) where applicable

- Community Service  
 International  
 Fund Raising  
 Acquiring sponsorship  
 Others (please specify) \_\_\_\_\_

### 2. TYPES OF PROGRAMME (Please tick (✓) where applicable)

- Student Driven     Department Driven     Credited Programme (not entitled for STAR's Point)  
 Joint Programme     Invitational Programme     Others (please specify) \_\_\_\_\_

### 3. KULL./DEPT./UNIT IN-CHARGE/ ACCOMPANYING OFFICER:

### 4. SOCIETY/CLUB/ASSOCIATION:

### 5. TYPE OF ACTIVITY :

- Participation     Competition

### 6. LEVEL OF ACTIVITY (Please tick (✓) where applicable)

- University     National     International     Society/Department     Compulsory Programme

**7. VARIATION OF ACTIVITY (Please tick (✓) where applicable)**

<input type="checkbox"/> Attending Ceremony	<input type="checkbox"/> Cultural	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Spiritual
<input type="checkbox"/> Bulletin/ Newsletter	<input type="checkbox"/> Debate	<input type="checkbox"/> Leadership	<input type="checkbox"/> Sport
<input type="checkbox"/> Community Service	<input type="checkbox"/> Educational Trip	<input type="checkbox"/> Recreational	<input type="checkbox"/> Training
<input type="checkbox"/> Counseling	<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Uniform Bodies
<input type="checkbox"/> Promotion/booth	<input type="checkbox"/> Seminar/Conference	<input type="checkbox"/> Annual General Meeting	

**8. STUDENT IN-CHARGE**

POSITION	NAME	MATRIC NUMBER	MOBILE NUMBER	SIGNATURE
Programme Manager				
Secretary of Club				
Treasurer of Club				
President of Society/ Association /Club				

\* PLEASE REFER DISCLAIMER

**9. FINANCIAL REQUIREMENT:**

<b>9.1</b>	<b>Budget requested from :-</b>	
	i. Student Development Department (SDD)/ Counselling Services Department (CSD)/Sports Development Centre (SDC)/Office of the Campus Director (OCD): RM _____	ii. Mahallah(s) : Khalid Al-Walid (MKAW)/Fatimah Az Zahra (MAFA)/Ummi Kalthum (MUK) RM _____
	iii. Kulliyah(s): RM _____	iv. Sponsor(s) : RM _____ <i>(Please attached list of potential sponsors – if any)</i>
<b>9.2</b>	<b>Total Budget : RM _____</b>	<b>Transportation : Quantity : _____</b>  <b>Type : BUS / MINIBUS / VAN/ LORRY / MPV</b> <b>Budget: RM _____</b>
<b>9.3</b>	<b>Other sources of income (please attached):-</b>	
	1.	RM
	2.	RM
	3.	RM

**10. RECOMMENDATION**

**I. ADVISOR / COORDINATOR**

Remarks : \_\_\_\_\_  
Signature and stamp : \_\_\_\_\_  
  
Date : \_\_\_\_\_

**II. OFFICER-IN-CHARGE (K/C/D/I/O) / ASSISTANT DIRECTOR / FELLOW (MAHALLAH)**

(for joint/collaboration programme, signature of the main Organiser is required in the Joint Programme Form)

Remarks : \_\_\_\_\_  
Budget recommended : **RM** \_\_\_\_\_  
Transport : \_\_\_\_\_  
Signature and stamp : \_\_\_\_\_  
Date : \_\_\_\_\_

**III. HEAD OF DEPARTMENT / DEPUTY DIRECTOR / DEPUTY DEAN / PRINCIPAL**

Remarks : \_\_\_\_\_  
Budget recommended /Approved : **RM** \_\_\_\_\_  
Transport : \_\_\_\_\_  
Signature and stamp : \_\_\_\_\_  
Date : \_\_\_\_\_

**IV. DEPUTY CAMPUS DIRECTOR (STUDENT AFFAIRS)**

Remarks : \_\_\_\_\_  
Budget recommended /Approved : **RM** \_\_\_\_\_  
Transport : \_\_\_\_\_  
Signature and stamp : \_\_\_\_\_  
Date : \_\_\_\_\_

**V. DEAN / DIRECTOR / CAMPUS DIRECTOR (if applicable)**

Remarks : \_\_\_\_\_  
  
Signature and stamp : \_\_\_\_\_  
  
Date : \_\_\_\_\_

**V. DEPUTY RECTOR (STUDENT AFFAIRS) (if applicable)**

Remarks : \_\_\_\_\_  
Signature and stamp : \_\_\_\_\_  
  
Date : \_\_\_\_\_

**11. APPROVAL FROM THE EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM – if applicable**  
*(for budget of programme more than RM20,000.00)*

**I. EXECUTIVE DIRECTOR, FINANCE DIVISION**

Remarks : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
  
 Date : \_\_\_\_\_

**II. RECTOR**

Remarks : \_\_\_\_\_  
 Signature and stamp : \_\_\_\_\_  
  
 Date : \_\_\_\_\_

**12. GUIDELINES:**

- (i) Please submit **1 original PPF** and **3 copies of proposal paper** (please refer to the guideline/checklist below for submission of the proposal) with the completed form to the staff in-charge.
- (ii) Duration for Submission of Proposal are as follows:-

Level of Programme	Submission of working papers to the officer in-charge
University/Club level	Not less than 21 days before the date of programme
National level & Programmes that require sponsorship from outside, regardless of level	Not less than 3 months before the date of programme
Regional/International level	Not less than 6 months before the date of programme
Invitational	To be decided case by case basis

- (iii) All banners, buntings, media statements and official letters must be approved by the relevant offices.
- (iv) **The Programme Report** and **Financial Report** forms must be submitted to the staff in-charge not more than **14 days** after the programme.
- (v) Please refer to the relevant **Kulliyah/Centre/Division/Mahallah officers, Advisors and E-book Guidelines and Procedures on Student Activities** for detailed guidelines.
- (vi) All selling / cooking activities must get recommendations from Facilities, Food and Services Department (FFSU) before submitting programme proposal for approval.
- (vii) **\*DISCLAIMER:** The University's Authority shall not be held responsible for any insufficient of sponsorship fund or overspend of approved budget. The Organiser of this programme shall be fully accountable to the third parties or any other expenses declared under sponsorship allocation and any additional expenditure of approved budget.