**

**Shaping Swinburne’s Future Today**

The Entrepreneurial University
The Research Intensive University
Internationalisation
Flexible Learning and Teaching
The Intersectoral Advantage

 *(PLEASE UNDERLINE THE APPLICABLE)*

 **For approval**

 **For information**

|  |  |
| --- | --- |
| **To:** | Swinburne Sarawak Student Council  |
| **From:** | <Please insert your Club’s name><Please insert your Club’s President’s name> |
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|
|  **Re:** | Semester planner and budget for semester <insert semester> of the year <insert year> |
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| --- | --- | --- | --- | --- |
| **Date** <Tentative event dates> | **Activities**<Tentative events / activities> | **Objectives**<Objectives of events / activities> | **Description**<Please describe the events / activities> | **Budget**<Estimated budget for the events / activities> |
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**Prepared by,**

………………………… ………………………… …………………………

(Insert Name) (Insert Name) (Insert Name)

Secretary, Treasurer, President,

<Insert your club name> <Insert your club name> <Insert your club name>

Date: …………………. Date: …………………. Date: ………………….

**Examined by,**

……………………….

(Insert Name)

Advisor,

<Insert your club name>

Date: ………………..