

ACTIVITY ACCOUNTABILITY REPORT TEMPLATE

The activity accountability report template is as follows:

A. Biodata of the recipient of achievement

Biodata is filled in consists of Name, Student number, Study Program, Faculty, Batch, Phone Number

B. General description

Contains the description during the activity

C. Time and place of competition/delegation

Cotains the table of activity, day/date, and time

D. Number of participants

Contains participants who took part in the competition/delegation from begining to final

E. Types, categories and levels of achievement

Competition/delegation activites at Regional, National or International level

F. Organizing and URL competition/delegation

Attach link

G. Closing

Closing statement

H. Attachment of fund recapitulation

Attach expenses and income of competition/delegation

I. Attachment of activity photos

Attach a photo of submission of throphy

J. Attachment of certificate