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| **SENIOR RETENTION EXERCISE AY2024/25**  **CONTRIBUTION DECLARATION FORM** |

**INSTRUCTIONS**

**(Read fully before filling the form)**

1. Before you fill this contribution declaration form, fully read and understand the i**nformation on RC4 Senior Retention Exercise (SRE)** published in the website:

<https://rc4.nus.edu.sg/join-us/useful-policy-info/>

1. **Your contributions carry 70% weightage in Senior Retention evaluation.** Take your time and carefully complete this form. Do not miss any of your contributions.
2. This form has **SIX** sections **(Section A to F)**. Each section covers different aspect of contribution to student life. These sections are included to ensure that you do not miss any of your contributions to RC4.
3. Please provide the details of all your contributions in the appropriate columns of this form; If a particular section table is not relevant to your contributions, leave it blank.
4. The contributions mentioned in this form will be verified with the college student life database (updated by College Student Committees and managed by College Office).
5. After verification of contributions by college office, each application will be evaluated individually by **THREE Senior Retention Committee Members**
6. The committee will assess your **OVERALL CONTRIBUTIONS** based on depth (quality) of involvement in each contribution and range of contributions made throughout your stay.
7. **Save the completed form as a word document with the name “<YOUR FULL NAME>\_SRE”**
8. After saving this document, upload the file (as word document) to online form here: <https://forms.office.com/r/hAWhkRTa1X>
9. **Application Period: 5th April to 1st May 2024 (11:59 PM); no submissions beyond deadline will be accepted.**

**Should you encounter any issues with this form, please contact Dr. Naviyn (**[rc4npb@nus.edu.sg](mailto:rc4npb@nus.edu.sg)**) OR Ms. Tan Si Min (**[rc4tsm@nus.edu.sg](mailto:rc4tsm@nus.edu.sg)**)**

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| **PARTICULARS** | |
| **Full Name (as in Matriculation Card)** |  |
| **Preferred Name (commonly addressed as)** |  |
| **House(s) stayed** |  |
| **Number of semesters stayed in RC4 (including the current semester, if the applicant is a resident of RC4 now)** |  |
| **Intended stay period in AY2024/25** |  |

**SECTION A: INTEREST GROUPS & COGNITIO PODS (include until Semester 2, AY23/24)**

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| **INVOLVEMENT IN RC4 INTEREST GROUPS & COGNITIO PODS** | | |
| **AY, Semester** | **Name of the Interest Group/ Cognitio Pod** | **If there is more than 1 contribution, rank them based on your own judgement (Rank 1 being the top most contribution in your opinion, Rank 2 being second top and so on)** |
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**SECTION B: Leadership Contributions in RC4 (include until Semester 2, AY23/24)**

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| **Leadership Positions (list in chronological order - start from the most recent semester of stay)** | | | | |
| **AY, Semester** | **Committee/Project/**  **Event Name** | **Leadership Position/Title** | **Main Committee/**  **Sub Committee** | **If there is more than 1 contribution, rank them based on your own judgement (Rank 1 being the top most contribution in your opinion, Rank 2 being second top and so on)** |
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**SECTION C: Significant key initiatives launched during the stay period (include until Semester 2, AY23/24)**

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| **Significant KEY initiative (s) that you launched in RC4 for the first time**  **(For example, launching a new IG/project/cognitio pod, and/or being part of the founding committee that launched an IG /Cognitio pod/project/event for the first time in RC4)** | | |
| **AY, Semester** | **Description of Initiative**  **(eg. launched RC4Space, mural project, initiated industry talks, etc)** | **Your Role**  **(founding Head/Vice Head, founding committee member)** |
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**SECTION D: Key contributions/achievements engaging “EXTERNAL” stake-holders as representative of RC4 (both within and outside NUS) – include until Semester 2, AY23/24**

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| 1. **Representing RC4 in “ARTS” related events staged to public (eg. ArtsNight, Dance Production, etc) and “SPORTS” related events (eg. Inter-College Games).** 2. **Events/activities engaging external stakeholders (like organizing community engagement events, RC4 open house, RC4 flag, RC4 coastal cleanup, plant a smile by RC4 volunteers, parents night, showcasing RC4 IGs in NUS/outside NUS events, Involvement in STEER/OCIP, etc).** 3. **Student Ambassadors in Ambassador program/Student Interviewers in Admission exercise** 4. **Your roles in 1 and 2, could be performer, player, captain, project director, performer, choreographer, backstage crew, emcee, tour guide, volunteer, photographer, etc**   **Note: External Events/activities /initiatives organized under your leadership (like as CSC/IG Head/Project Director. etc) , representing RC4 in a meeting, event, conference etc can also be included below** | | | |
| **AY, Semester** | **Event Name**  **(eg. Admission Exercise, Arts Night, Coastal cleanup, plant a smile by RC4 volunteers, CASA, Alumni event, parent’s night, letters from home)** | **Your role**  **(eg. Student Interviewer, RC4 Student Ambassador, volunteer, tutor, Director, organizing sub-comm)** | **If there is more than 1 contribution, rank them based on your own judgement (Rank 1 being the top most contribution in your opinion, Rank 2 being second top and so on)** |
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**SECTION E: Key contributions/achievements in “INTERNAL” Projects (include until Semester 2, AY23/24)**

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| **Few examples:**  **Performances for internal RC4 events like slumber party, formal/informal dinners, player of Inter-House Games, etc. Organizer (main or subcomm) of internal events like laser-tag, ops tealsday, IG fair, Rector’s cup, mural drawings, decorations, dinners, perspectives/praxis, night cycling, etc**  **Note: Internal Events/activities /initiatives organized under your leadership (like as CSC/ House Head/IG Head/Project Director. etc) can also be included below** | | | |
| **AY, Semester** | **Event Name**  **(Eg. Slumber Party, Formal Dinner, Inter-house games, Parents Night, ops tealsday etc)** | **Your role (eg. Performer, player in IHG Floor Ball, org comm etc)** | **If there is more than 1 contribution, rank them based on your own judgement (Rank 1 being the top most contribution in your opinion, Rank 2 being second top and so on)** |
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**SECTION F**

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| **“EXTRA SPACE“ for any other contributions or achievements or explanation that you want the committee to know** |
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