

## Formal assessment

### Project Clubs (50 marks)

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*Learner's Book page 263*

#### How to teach this activity

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This activity tests learners' ability to conduct research, and apply their knowledge and skills about clubs, by presenting a project.

#### Suggested answers

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### Teacher guidance

- Divide learners into groups of 3.
- Use a period to fully explain requirements and rubric.
- Divide the workload of the topic and give each learner what is required of him/her.

### Required

Arrange to visit a local club in your area or find information about a club on the internet. You must collect relevant information from the club to prepare the following aspects:

- Introduction
  - » give a brief definition of non-profit organisation
  - » write a short synopsis of the club you visited (name of club, where situated and activities the club offers)
  - » attach a consent letter signed by the club's management confirming the your visit.
- Constitution of the Club. If you are able to obtain the constitution attach the contents at the end of the project. You are required to give a brief explanation of the following aspects:
  - » Vision and mission
  - » Objectives
  - » Colours
  - » Membership
  - » Affiliation
  - » General meetings
  - » Amendments of the constitution
- You must provide a detailed explanation of the following aspects
  - » Entrance fees and membership fees: the amount, how it is collected, measures put in place for defaulters etc.
  - » Office bearers and their roles and responsibilities
  - » Finances: the accounting procedures, financial statements, internal control measures and audits
- Provide possible strategies to improve the image of the club.

### TASK ASSESSMENT RUBRIC: PROJECT CLUBS

ASPECTS	CRITERIA				MARKS
	8–7	6–5	4–3	2–1	
Introduction				Gives an introduction	
Synopsis of the club		A detailed synopsis given of the name, address and type of club	Mention either the name or address or type of club	Brief synopsis given	
Constitution of club	Gives an excellent account of the salient points of the constitution	Gives a good account of the salient points of the constitution	The salient points of the constitution is explained	Briefly mentions constitution	
Entrance fees and Membership fees	Explains definition, collection and steps taken with defaulters. Uses a T-account to explain ledger accounts	Explains definition, collection and steps taken with defaulters	Explains definition and collection of fees	Definition given	
Roles and responsibilities of office bearers explained		A detailed explanation is given of each office bearer	Office bearers mentioned with their duties	Office bearers mentioned	
Financial statements		Accounting procedures, ethical consideration and internal audit discussed	Accounting procedures explained to complete financial statements	A brief explanation given	
Possible strategies to improve image of club		Variety of viable strategies showing creativity and originality	Identifies at least two viable strategies	Partly identifies viable strategies	
Conclusion				Writes a conclusion	
<b>Total (out of 50)</b>					