

Reminders for OLE input

- 1 Students eligible for OLE hours:
 - (i) S4-6 Students (**no need** to input the names of S1-3students in the form)
 - (ii) Executive, and sub-committee members and members of clubs and organizations (e.g. Prefects' Board / Sports Teams / Clubs)
 - (iii) Participants of club and school events (e.g. Social Service Group members attending a service organized by the SSG)

- 2 If a student / school organization* holds multiple organizations in a year, there is NO need to list individual event per form; instead, **bundle all events** and calculate the total number of hours eligible per student and **hand in ONE form**. Be reminded that due to system design, **the number of hours for each of the components of OLE listed in the forms (e.g. AE / ID / MC)** are to be equally divided.** (i.e., if a student has been approved of 15 OLE hours in total, and his hours allocated fall into the components of AE, MC and ID), then the hours allocated should be written as: “ 5 (AE), 5 (MC), 5 (ID)”

*student organizations refer to clubs (e.g. Interact Club / Christian Union) while school organizations refer to bodies directly under the school and not ECA Committee (e.g. school teams / VEAPT)

** refer to the OLE forms or sample for details