



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

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**PROCEDURES FOR PLANNING YOUTH UNION ACTIVITIES
DURING THE SCHOOL YEAR**

Encryption : BM/QT04/ÿTN-01/01

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Job title	DEPUTY SECRETARY OF THE YOUTH UNION SCHOOL	VICE PRINCIPAL	PRINCIPAL

Thai Binh, 2020

**PROCEDURES FOR PLANNING YOUTH UNION ACTIVITIES
DURING THE SCHOOL YEAR**

I. PURPOSE AND SCOPE OF APPLICATION

Plan the activities of the Youth Union for the new school year.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

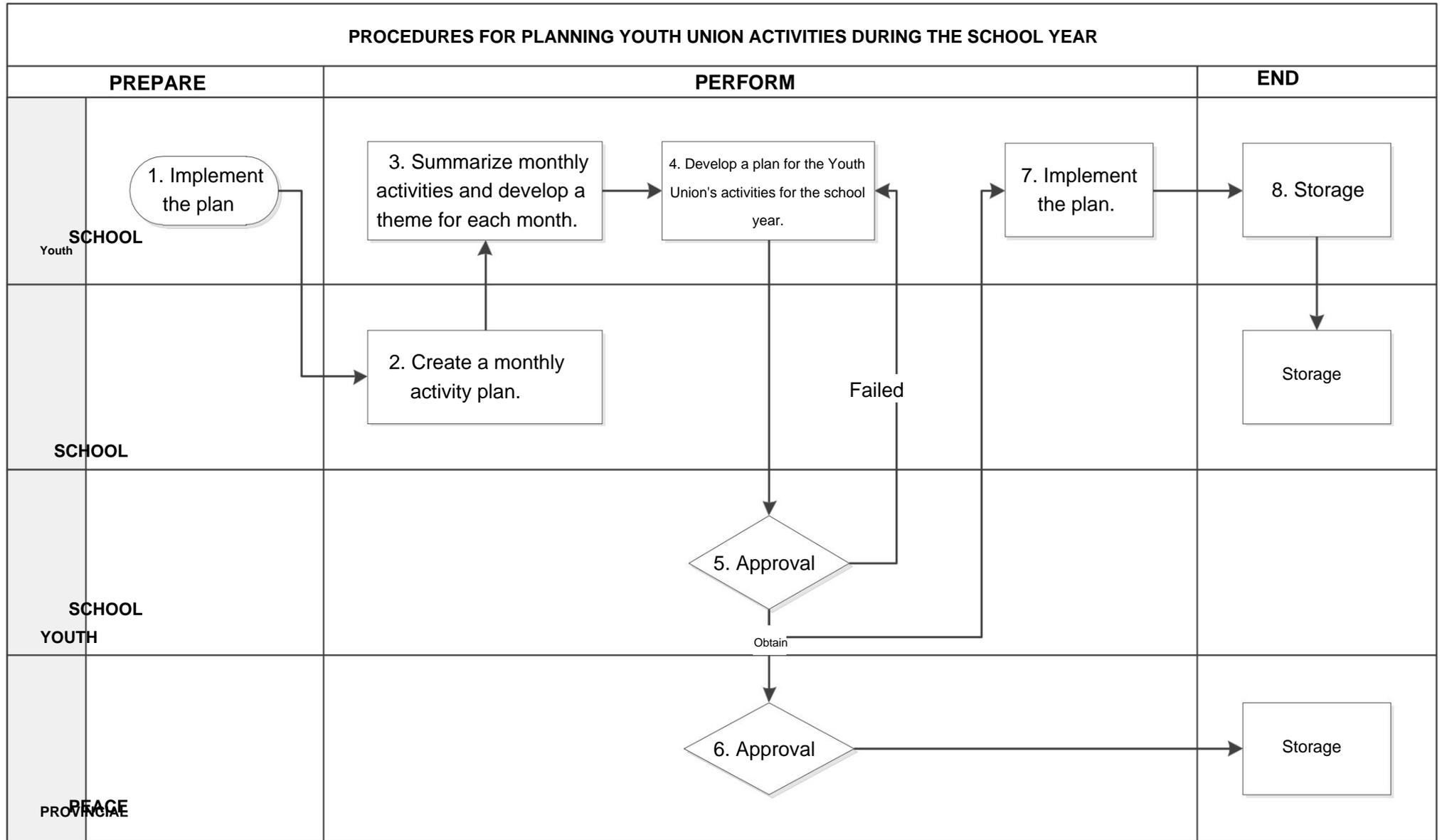
Youth Union	Youth Union
BCH	Executive Committee
club	Club
Youth Union Editorial Board	Standing Committee of the Youth Union
Student Affairs Office	

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-8)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Guide Name : 1.	Encryption
	Meeting Minutes Template	BM/QT04/ýTN/01/01
2.	Monthly Youth Union Plan Template	BM/QT04/ýTN/01/02
3.	Annual Youth Union Activity Project Template	BM/QT04/ýTN/01/03



SPECIFICATION OF THE PROCESS FOR ORGANIZING THE SCHOOL YOUTH UNION CONGRESS

No.	Job step name	Specification	Department/Unit performer	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Implement the plan.	Based on the provincial Youth Union's plan and the school's event plan... For the new school year, the School Youth Union Executive Committee is developing a plan of activities for the Youth Union in the new school year.	School Youth Union Executive Committee	school club, Room CTHSSV, Provincial Youth Union	- Meeting minutes	Before the first week of the new school year	BM/QT04/yTN/01/01
2	Create a monthly activity plan.	The club develops activity plans on a monthly basis, including commemorative events and annual activities. The club submitted its plan to the school's Youth Union Executive Committee.	School Club	School Youth Union Executive Committee	Monthly activity plan	Seven days after the implementation meeting.	BM/QT04/yTN/01/02
3	Synthetic monthly activities and theme identification. monthly	The Executive Committee of the Youth Union compiles and develops the activity plan and monthly themes for all Youth Union activities throughout the school year.	School Youth Union Executive Committee		Monthly activity plan	Two days after receiving the plan... club	BM/QT04/yTN/01/02
4	Develop a plan of activities for the Youth Union for the school year.	The Executive Committee of the Youth Union develops a plan to implement the Youth Union's activity plans for the school in the new school year. The Youth Union Secretary's approval process	School Youth Union Executive Committee		Project for implementing the Youth Union's activity plan for the academic year.	Two days after receiving the plan... club	BM/QT04/yTN/01/03

		school					
5	Approve	The Party Secretary approved the project. Request for edits or changes (if any)	School Youth Union Secretary		Project implementation plan Youth Union activity plan for the school year	After 2 days since receiving the proposal	BM/QT04/yTN/01/03
6	Approve	The Provincial Youth Union approved the project. Request for edits or changes (if any)	Provincial Youth Union Peace		Project implementation plan Youth Union activity plan for the school year	After 2 days since receiving the proposal	BM/QT04/yTN/01/03
7	Implement the plan	The Youth Union Executive Committee is implementing activities according to the established plan.	School Youth Union Executive Committee		Project implementation plan Youth Union activity plan for the school year	After 2 days approved	BM/QT04/yTN/01/03
8	Storage	- Stored at the Provincial Youth Union, at Youth Union Executive Committee, Secretary	School Youth Union Executive Committee	Provincial Youth Union			