

**DAV PUBLIC SCHOOL**  
**BRS NAGAR, LUDHIANA**

Dear Teachers  
Greetings!

As you start with the Club Meetings in this week, you will appreciate that keeping a well-organized record for our Hobby Clubs is essential for tracking activities, and achievements round the year, and from session to session. Here are a few layout ideas based on different formats:

**1. Digital Spreadsheet Layout (Google Sheets / Excel)**

A spreadsheet is a flexible and easy-to-update option. Here's a suggested structure with different tabs:

**Tab 1: Member List**

Class/Section/Student Name/Roll No./Role e.g. President, Secretary, Member

**Tab 2: Meeting Records**

Date /Topic Discussed /Activities /Attendance /Notes

**Tab 3: Event Planning & Participation**

Event Name /Date /Location /Participants /Outcome /Expenses, if any /Notes

**2. Physical Record Book Layout**

A register or notebook with divided sections:

1. **Membership Section** : List of members with details as in Tab 1 above.
2. **Meeting Minutes** : Each meeting's agenda, attendance, and summary as in Tab 2 above.
3. **Events & Activities** : Plans, reports, and outcomes of events.
4. **Achievements & Photos** : A scrapbook-style section with pictures, certificates, and club highlights.

### 3. Club Website or Digital Journal Layout

If the club wants an online presence, a Google Site, Notion page, or even a blog could be structured as:

- **Home Page** : About the club, mission, and current members.
- **Meeting Logs** : Posts summarizing each meeting.
- **Events & Achievements** : Photos and reports from competitions, workshops, or activities.
- **Resources & Materials** : Shared guides, references, or club-related documents.

I hope this year you will infuse a new life into the hobby clubs of our school for classes VI to X, with students leading the seniors clubs as President/Secretary or only as a dignified member. The teachers in-charge of different clubs will act as guides/patron of the respective Club and will maintain the records of each activity of their Clubs, both manually and digitally.

Please feel free to contact me for any clarification in this regard and for any further help.

Wish you a great time filled with fun filled activities and enthusiastic learning!

Best Wishes

**(J.K. Sidhu)**  
**Principal**