

Recording of Activities

- Any activities can be recorded as long as they are claimable or clockable.

Claimable

- Activities (eg. trainings/ competitions) that you have attended and/or helped out in (eg. AGM, committee meetings, parades etc)
- Each activity must be more than 2 hours (due to the hours stated in the claim rates).
- Only 1 single activity can be claimed per day.
- All these goes into the Claim Form.

Claim Form

- All activities that you wish to claim will be recorded into this form.
- There will be no more than 52 claims per calendar year, HQ activities like LMSC and HOBTC are not included in the 52 claims.
- Camps are considered as 1 activity, therefore it is 1 claim.

Clockable

- Activities that can be claimed, but you do not wish to do so (eg. Due to 'rationing' of 52 claims a year)
- Activities that are less than 2 hours each.
- If you attended 2 or more activities per day, you may claim only 1, with the other recorded in clocking form
- If there is any unforeseen circumstances that resulted in you not being able to properly process your claim form (signed/ stamped etc), you can inform the DO about your situation and your hours for that quarter can still be clocked, and recorded as hours for clearing of probation

Clocking Form

- It is purely for NUS NPCC administrative purpose.
- Strongly recommended to clock activities that you do not want to claim so that these activities can be recorded for clearing of probation
- Any activities that you wish to clock can be recorded into it, regardless of NUS NPCC, posted Unit, or NPCC HQ.

Non-claimable AND non-clockable

- Usually applies to competitions or seminars or functions that you participated in, and did not help out (eg. Participate in .38 Officer's Shoot, Workplan Seminar, Officer's Night etc)

Clearing of Probation

- All activities recorded into either forms will be considered as a whole when tabulating your hours for that quarter, there is no need for duplication of activities.