MEMBERSHIP PROSPECTUS



**MEMBERSHIP PROSPECTUS - A Guide for The Sapna Initiative Members**

University of Technology, Jamaica.

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SAPNA

2019

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# INTRODUCTION

## Background

The aim of the initiative is to enhance the skills of its student members through exposure to industry-type software engineering experience. The project was born out of a dream to establish Jamaica as a worthy international player in Information and Communication Technology (ICT), with UTech as the incubator. The name Sapna is therefore fitting since it is translated from Hindi to literally mean “Dream”.

## Vision

The Sapna Initiative, is a thrust of the SCIT intended to strengthen and enhance the teaching/ learning, skills and professional development strategy of the school for highly motivated students. The intent is that through participation in this initiative, students will:

* deepen their design, problem solving and technical skills
* become more innovative in thinking and pursue new ideas
* build out and document innovations
* develop an entrepreneurial mindset and participate in entrepreneurial ventures

## Mission

Through the creation of a creative yet managed environment, Sapna’s mission is to:

* Provide professional and technical mentorship for participants
* Provide training and other opportunities for members to sharpen their technological edge
* Engender the spirit of enquiry and thirst for knowledge
* Promote independent learning and continuous education
* Create value through tremendous effort that embraces challenges and timely work outputs
* Develop team spirit, collaboration and sharing of know-how for the academic and technical improvement of Sapna members and SCIT students
* Encourage members to certify their skills with reputable organizations

# Pillars of Sapna

Sapna is built on four main foundational pillars:

## Professionalism

Sapna is a training ground for students. Through Sapna and other initiatives, SCIT intends to showcase the outstanding SCIT brand. Sapna must help to produce the distinctive SCIT graduate. As such, professionalism has to be a part of the developmental package. Professionalism includes the way we handle responsibilities with integrity, accountability and excellence. It means communicating effectively and appropriately and always finding a way to be productive. Our aim is for Sapna members to always have a positive attitude and to produce work deliverables of high standards at all time.

## Entrepreneurship

Sapna always seeks to develop new ideas, to be creative, to have an open-mind and to always question things with a view to ensure that the best approach and solution is being pursued. Sapna members should always be looking for possibilities and opportunities to convert into new and/or innovative products or services. The goal is to groom members with an entrepreneurial mindset.

## Skills Development

One of the main goals of Sapna is for its membership to acquire additional relevant skills and expertise required by the national, regional and international computing community, identifying Jamaica as a welcomed source for computing talent. Macroeconomic conditions are not sufficient to drive Jamaica’s growth agenda. Jamaican companies must perform at the highest standards to be competitive and need to have the knowledge and talent pool to create new streams of revenue. Sapna is committed to providing training through peer-learning, self-directed learning and by support for skills building.

## Community Service

In order to achieve our vision and mission, Sapna must operate as a sharing and helping community. Sapna therefore underscores the importance of each member’s contribution to team spirit and fostering friendly interactions between members. As members strive to achieve individual and common goals and objectives, members help each other to get there and also recognize that far more is accomplished through cooperation.

# SAPNA’S CORE VALUES

At Sapna we desire our members to have the following core values:

## Honor Commitments

“Your word is your bond”. Each member of Sapna lives by those words, so once we say we will do something, we do it, even if it puts us at great strain. Therefore, we think before we give a commitment to ensure that we can follow through on it. This builds trust in any organization.

## Build a Positive Team and Family Spirit

Members of our team demonstrate reliability, communicate constructively, listens actively, functions as an active participant, shares openly and willingly, cooperates and pitches in to help, exhibits flexibility, shows commitment to the team, works as a problem-solver, treats others in a respectful and supportive manner.

## Be Adventurous, Creative and Open-Minded

Technology is fueling an engine of change that is making the world a moving target. At the root of innovation (change) and learning you will usually find risk-taking and mistakes. So, we don’t want our members to fear making them. If our members are not making mistakes, then they’re not taking enough risks. So take as many risks and make as many mistakes as possible under one condition; you learn from them.

## Pursue Growth and Learning

At its basic level, Sapna is all about learning. Thus, it's important to constantly challenge and stretch yourself than be in Sapna and not feel like you are growing or learning. We believe that inside every member is more potential than even the employee himself/herself realizes. Our goal is to help members unlock that potential. But it has to be a joint effort: you have to want to challenge and stretch yourself in order for it to happen.

## Be Humble

We believe that no matter what happens we should always be respectful of everyone. While we celebrate our individual and team successes, we are not arrogant nor do we treat others differently from how we would want to be treated. Instead, we carry ourselves with a quiet confidence because we believe that, in the long run, our character will speak for itself.

## Be Passionate and Determined

We value passion, determination, perseverance, and the sense of urgency. We are inspired because we believe in what we are doing and where we are going. Passion and determination are contagious. We believe in having a positive and optimistic (but realistic) attitude about everything we do because we realize that this inspires others to have the same attitude.

## Work Fast, Work Hard and Deliver your Best Work Every time

We take pride in our work. Our members are diligent workerswho strive to strike a balance between the academics and their work in Sapna. We believe that creative things are more likely to happen with the right culture–and that doesn’t just mean lava lamps and rubber balls. There is an emphasis on team achievements and pride in individual accomplishments that contribute to our overall success.

## Adapt to Change

For some people, constant change can be somewhat unsettling at first. As members we must all learn not to fear change but to embrace it enthusiastically and perhaps even more importantly to encourage and drive it. We must always plan for and be prepared for constant change while avoiding scope creep.

## Build Open and Honest Relationships with Communication

Fundamentally, we believe that openness and honesty make for the best relationships because that leads to trust and faith in each other. We value strong relationships in all areas: with managers, team coaches, customers (internal and external), partners and team members. It's important to always act with integrity in your relationships, to be compassionate, friendly, loyal, and to make sure that you do the right thing.

In Sapna, we embrace diversity in thoughts, opinions, and backgrounds. The more widespread and diverse your relationships are, the bigger the positive impact you can make on the initiative and the more valuable you will be to the company.

## Be the greatest at what you do, because Good just isn’t Great enough.

We see being great at something as a starting point, not an endpoint. We set ourselves goals we know we can’t reach yet, because we know that by stretching ourselves to meet them we can get further than we expected. Through innovation and iteration, we aim to take things that work well and improve upon them in unexpected ways. We always look for new places where we can make a difference.

# MEMBERSHIP

Members are recruited from the student population and are selected through a rigorous screening process which tests their dedication, commitment to given tasks, their ability to work in teams, and their reasoning potential amongst other team oriented qualities.

## JOINING THE SAPNA INITIATIVE

### Prerequisites of Undergraduate Membership

Members of Sapna shall:

* Be students at the University of Technology, Jamaica in the School of Computing and Information Technology. However, we welcome technology enthusiasts from other schools in the UTech, JA.
* Possess a passion for learning, experimenting and deepening skill
* Team-oriented people who can get things done
* commit to contribute at least 12hrs weekly to Sapna projects
* Proven skillsets in project management, multimedia, programming or a related field

### Post – requisites

Probation members must:

* Have served 3 full months of service before being considered a confirmed member of the institute. (Probationary period)
* pass our performance appraisals after the probationary period
* have proven adherence to our core values
* Sign Terms and Condition agreement.

### Requirements for Renewal of Undergraduate Membership

Applicants shall:

* Have proven adherence to our core values
* Have good performance appraisals
* Sign Terms and Conditions agreement.

### Requirements for Graduate Membership

Contribution to the development of Sapna in one or more of the following areas:

* Assist in teaching new technologies and skills
* Mentorship of Undergraduates
* Assist in managing and development of projects

# Membership Evaluation and Termination

## Evaluation

### Appraisals

* Each semester a member evaluation will be conducted to monitor member performance and contribution to the institute
* If a member fails an evaluation, the member will be notified and be given the status pending removal.

## Professional Conduct

Each member is expected to behave in a manner that befits the highest professional. However, where an individual member manifests unprofessionalconduct then we expect that a quiet word from the Director will suffice. If the unprofessional behaviour continues, then either a suspension or termination of membership will follow

### Cases of unprofessional behaviour

* repeated failure to produce work or repeated failure to produce it on time
* blatant disregard of the code of conduct or aspects of it
* disregard or directive from the Administrative Director or a similar post

### Conditions of Member Suspension

* removal from all assigned project;
* a halt to the benefits of access and use of the Sapna lab

## Leaving the Sapna Initiative

A member may feel that they are no longer willing or able to carry out their duties as a Sapna member and may feel it better to terminate their membership. Or perhaps as a disciplinary measure, management could take the decision to terminate one’s membership. One whose membership is terminated, for whatever reason and by whatever means, acknowledges that they *forfeit*the privileges and benefits previously enjoyed as official Sapna members.

***The work of any member removed from the organization that was completed using the organization’s resources and during the member’s tenure shall be partly owned by the organization and partly owned by the member.***

### Termination by Member

If a member is the one who wishes to end their membership, then they may do so by means of a ‘Termination of Membership Form’ a sample of which is found in section 10.2. The form would then be reviewed by management and when approved, an official ‘Termination of Membership Letter’ will be issued to the ex-member.

However, in the instance where the termination is initiated by management, then the member will be issued a ‘Termination of Membership Letter’ from management.

## Benefits of Membership

There are numerous advantages that are open to members of the Sapna Initiative. These benefits we hope will motivate our members to do their best in achieving the vision of the Sapna Initiative as well as their own personal vision for the growth of their skills. The benefits of being a Sapna member include but are not limited to:

### Authorized Sapna Lab Usage

Sapna lab is open **every day (8:00 am to 10:00 pm)**. Members may access the lab for from 10:00 pm to 8:00 am for special projects providing they make a request to the Administrative Director at least 48 hours prior. The Lab is where most of your journey will happen. It is equipped with state-of-the-art equipment and is designed to help students be productive in a team-oriented environment. The lab provides a safe, quiet and clean working setting for members to be creative and spend time honing skills. It is the perfect habitat for the generation, exchange and sharing of ideas and knowledge and building of innovation that can be found anywhere on the University’s campus. It surely is a place that members cherish as a benefit. To help maintain cleanliness in the lab, **no food or drink is allowed in the lab.**

### Participation in Real-World Projects and Competitions

Much of what is learned and developed in the academic environment, while practical, may often pale in comparison to what one may experience in the real-world. However, the projects that are undertaken in Sapna are often ones that will be used in the real-world or even solicited by clients external to the Initiative, or UTech itself. Participation in real-world projects often force our members to become more experienced, to dabble in new technologies that are more suited to solving real-world problems. Such experience is priceless, practical and a huge advantage when entering the world of work.

Additionally, Sapna regularly participates in competitions that usually pit our student members against students from other parts of the country, region or world in an effort to test their mettle, develop skills in perseverance and quick thinking.

### Leadership Development

There is ample opportunity for our members to become better leaders. A quality that is highly sought by members of industry and very key in becoming an entrepreneur. The projects that we do are sometimes headed by students, under supervision, and this enables them to understand team dynamics more readily and gives them first-hand experience in understanding how to work with, motivate and inspire people.

### Possible Sapna Scholarships

One way we reward the hard work of our members is by granting them tuition waivers or scholarships that help to stifle the rising cost of higher education. Members who qualify are given either of two forms of scholarships: Full-Scholarships (The entire tuition is paid) and Part-Scholarships (A percentage, usually less than half, of the tuition is paid).

### Access to the Sapna Network of Industry Professionals

Since our inception, we have made countless connections with members of industry in ICT. When one becomes a member of Sapna that network in turn becomes available to them. Also, a growing number of our undergraduate members graduate each year and finding employment in some of Jamaica’s best ICT companies, thus increasing the amount of close links that we have in the ICT industry. Therefore, we have access to people with knowledge and skills that can be sought and imparted to our members. Not to mention the great job opportunities that may be provided at the completion of undergraduate course of study.

### Skill Development Initiatives

As our main focus is on the development of skills, there are a number of mechanisms that have been setup to facilitate just that.

* Training sessions
* Learning objectives & contracts
* Academic or Industrial Mentorship

### Team Building Sessions

It cannot be underscored enough how important it is to develop soft-skills, especially where working as a team is concerned. After all, the Sapna Initiative itself is founded on teamwork. As a result, team building sessions are a regular part of the activities that our members are required to participate in.

### Certificate of Membership

A certificate of membership, verifying your status as a valued member of the Sapna Initiative. This is issued based on the availability of resources or via special request.

### Coursework Exemptions Where Applicable

Sapna’s workload can be quite demanding for a student. Therefore, we endeavor to grant students coursework exemptions from courses that are applicable to the work that they are doing in Sapna. These are verified by the appropriate lecturers and lighten the load of the students for a given semester.

# LAB USAGE

Sapna is, among many things, an initiative to assist you the student in becoming a more skilled, rounded and marketable person to the industry. In that light, the lab that has been made available to you to assist you along that path of achievement. Therefore, for smooth operations in the lab, the following rules must be adhered to:

## Keep your environment clean

As a member of Sapna you are encouraged and required to keep the lab in a clean and organized state. This ensures a professional looking environment. Food and drinks are prohibited in the lab. Also, any books, test papers, exam receipts and any other personal items brought into the Sapna lab by you are to be removed within the same day they are brought in. Thereafter, such items are made subject to disposal and you are responsible for that outcome.

## Avoid excessive and continuous noise and use of profanity in the lab

Excessive noise will not be tolerated in the lab where it is a disturbance to others. Members are reminded to think about their neighbours both within and outside of the Sapna lab. Furthermore, using profanity in the lab, whether soft or vulgar is strictly prohibited, excessive use will warrant severe penalties. Abiding by this rule will help promote the professionalism that Sapna encourages.

## Only authorized individuals are allowed in the lab

Unless given explicit permission from Sapna’s management, **Only Sapna members are allowed in the lab.**

## Keep the Lab’s Physical Resources Intact

Do not remove any of the physical resources from the lab, this includes the cables (Ethernet, VGA or otherwise), power strips, machines, furniture, monitors, mobile devices etc. Additionally, to keep these physical resources in good working order, Ethernet, VGA and or other cables are not to be removed from their assigned ports and monitors/CPU’s respectively. The monitors and CPU’s are not to be moved around in the lab, but are to stay at their previously assigned stations. Only if permission has been given by management, can these physical resources be moved.

## Check-In All Code or Work to the Version Control System Often

The version control system is setup in the lab so that team members for any given project can always have access to the project’s latest version. Therefore, always update the versioning system when you have finished working on your assigned work. Always check-in before you leave the lab.

# SCHOLARSHIPS

Issuing scholarships to Sapna members is one way in which we reward members for their hard work in the Initiative. Not every member is selected for a scholarship, however every member is welcome to apply for one.

# INTELLECTUAL PROPERTY POLICY

**All work done for Sapna by members of the initiative becomes the intellectual property of the Sapna Initiative.** Please see UTech’s Intellectual Property policy for more information.

# ORGANIZATIONAL STRUCTURE

## Organizational Structure Diagram

## Organizational Heirachy

The board of directors will serve as overseers of the Institute’s operations, policy creators and approve motions which target the Institute’s development and emergency operations if any. The Managing/Administrative Director will serve as the chief representative, managing relations within and outside of the Institute while ensuring the vision and aims are being completed and executed effectively by each division.

# APPENDICS

## Sapna Membership Termination Form

**S PNA**INITIATIVE

We at Sapna wish you the best with all your endeavors. Please note that all work done \*\*

|  |  |
| --- | --- |
| Reason for Termination: |  |
| On a scale of 1 - 10, how would you rate the Sapna Initiative? |  |
| How do you think Sapna can improve, in this regard? |  |
| On a scale of 1 - 10, how would you rate Sapna’s ability to support team work? |  |
| How do you think Sapna can improve in this regard? |  |
| On a scale of 1 – 10, how do you think Sapna has assisted you in your personal & \*\* development? |  |
| How do you think Sapna can improve in this regard? |  |

**Signed By**

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verified By**

Administrative Director (Name): \_\_\_\_\_\_\_\_Mr. Shaun Ramsay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Director (Sig): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enacted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University of Technology, Jamaica.

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## SAPNA Appraisal Form

**S PNA**INITIATIVE

|  |  |  |  |
| --- | --- | --- | --- |
| Member Id: |  | Period: | 2019-20, Semester 1 |
| Member Name: |  | | |

**Performance Review**

**Ratings:**

**Exceptional (5), Exceeds Expectations (4), Meet Expectations (3), Improvement Needed (2) Unsatisfactory (1)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Responsibilities** | | **Scores** | |
| Members Score | Appraisers Score |
|  | Meet Sapna’s productivity targets |  |  |
|  | Facilitates effective team communication |  |  |
|  | Ability to manage & accommodates change |  |  |
|  | Willingness to assist others |  |  |
|  | Achieve attendance targets |  |  |
|  | Meets individual task deadlines |  |  |
|  | Uses Initiative |  |  |
|  | Is passionate about outcomes |  |  |
|  | Communicates effectively with management |  |  |

**Overall Comments**

|  |
| --- |
| **Members Comments** |
|  |
| **Appraisers Comments** |
|  |

|  |
| --- |
| **Signed By** |
| Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Verified By** |
| Appraiser(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Appraisers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Enacted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Membership Application Form

**S PNA**INITIATIVE

Please fill with full BLOCK capitals only.

|  |  |  |
| --- | --- | --- |
| **Personal Information** | | |
| First Name: |  | |
| Middle Name: |  | |
| Surname: |  | |
| **Contact Information** | | |
| Cell 1: |  | |
| Cell 2: |  | |
| Home: |  | |
| Email: |  | |
| Skype |  | |
| **Academic Information** | | |
| Faculty: |  | |
| School: |  | |
| Program: |  | |
| Specialization: |  | |
| Level: |  | |
| **Area Of Interest** | |
| Please tick your response(s) in answering these questions.  **I have knowledge in:**  HTML  SQL Server  C++  C#  CSS  Photoshop   JQuery  Java PHP  Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **I'm interested in:**  Cross-Platform Development  Project Management  User Experience Design  System Analysis and Design  Game and Entertainment Development  Animation  Multimedia  Mobile Development  Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **For official use only** | |
| Reviewed By: |  |
| Signature: |  |
| Application Status: | Approved Declined Deferred |
| Date: |  |

## Terms & Conditions Form

**  
S PNA**INITIATIVE

Agreement Period: **Semester 1, 2019/20**

As a benefit of being a member of Sapna, you will be exposed to character and skill building sessions periodically. You are required to be at these sessions because they will assist with personal development as well as the Initiative collectively. Each member is required to attend Thursday meetings where project briefings, presentations, and workshops are to be conducted. Failure to be at these sessions sends a message that you are not interested in the development of Sapna and yourself, and will be taken into consideration in your appraisal.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I understand and will comply with the conduct expected of me and as specified by the Sapna Prospectus document. I also understand that the Sapna Prospectus document is subject to be reviewed and changed where it may be deemed necessary. All members will be made aware immediately when amendments to the Prospectus document have been effected.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sapna Member (Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sapna Administrator

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_