The report can be written either in English (maximum 3,000 words) or Chinese (maximum 2,500 words), excluding the cover page and appendices.

Appendices are optional and should be limited to 10 pages.

The font size of the content should be Times New Roman point 12 (English) or 新細明體 point 12 (Chinese). The font size of the title/headings should be Times New Roman point 14 (English) or 新細明體 point 14 (Chinese), respectively. The font style should be bold and underlined.

Single-line spacing with at least one-inch margins (top, bottom, left and right) should be provided.

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**Report Template**

1. Cover page
   - Title of Project
   - Abstract
   - Names of school, team coordinator and members
   - Contact details (email address, telephone number, etc.)
   - Date of submission

2. Introduction
   - Background
   - Project objectives
   - Relevance and significance

3. Project details
   - Programs/activities
   - Evaluation of the project
   - Recommendations for future projects

4. Conclusion

5. Appendices (optional)