

Student Activity Sponsorship

Completion Report

Name of Event	
Date of Event	
Number of Participants	
Name and Student ID for reimbursement	
Summary of the event <i>*please include:</i> - Date - Venue - No. of attendees - Highlights of event - Objectives achieved <i>in paragraph with around 150 words</i>	
Describe what you would do differently to improve the event if you were doing it again	
Other comments (if any)	
Please also send 2-4 photos with resolution of 5MB or above.	

☐ *I give Morningside College permission to use and/or publish the content and/or photos that I submitted in this report.*

Signature: _____

Date: _____

Financial Statement

Expenditure

Category	Receipt/Invoice Reference Number*	Items	Budgeted Expenditure (HKD)	Actual Expenditure (HKD)	Remarks (if any)
eg. Tool					
	<i>Subtotal by Category (HKD)</i>				
eg. Meal					
	<i>Subtotal by Category (HKD)</i>				
eg. Equipment					
	<i>Subtotal by Category (HKD)</i>				
<i>Total (HKD)</i>					
<i>Total Reimbursement Amount (HKD)</i>					

*Please assign sequential reference number on the right-hand corner of each supporting receipt/invoice.

Submitted by		
Contact Information	Email	
	Phone	
Submission Date		

Participant List (for group activity)

	Student Name	Student ID	Non-MC Students*	Money collected
			please ✓ as appropriate	
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Remarks (if any):				
* Please be reminded to collect all cost involved of the activity from non-MC students unless otherwise specified.				