

Morningside College

Application Quick Guide for Student Activity Sponsorship

Read the **Guidelines** carefully before filling out the application form

Apply for
College Group Activity or
Individual Activity?

Group Activity

Individual Activity

- Complete **Part A, B, D & E**
- Prepare a group activity proposal
- Prepare relevant supporting documents

- Complete **Part A, C, D & E**
- Prepare relevant supporting documents

**Estimated Total
Sponsorship Requested
> HK\$5,000?**

Yes

No

MCSU endorsement is required

**Estimated Item(s) cost
> HK \$15,000?**

Yes

No

HK\$15,001 to HK\$30,000
At least **2** written quotations
from HK\$30,001 to HK\$150,000
At least **3** written quotations

HK\$15,000 or below
1 written quotation

Submit all materials in soft copy
to the College Office via email