晨興書院
MORNINGSIDE COLLEGE

Student Activity Sponsorship[1] Application Form

Completed form and supporting documents should be submitted in soft copy via email to mc.collegelife@cuhk.edu.hk.
INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

Please tick the appropriate box(es).

Part A – Basic Information					
Applicant name(s) (same as CUID) :			(CUID:)		
Mobile phone number :		Email :			
Activity name :					
Activity category :	☐ **College Group Activity** ➔ Complete **Part B**, **D** & **E**		☐ **Individual Activity** ➔ Complete **Part C**, **D** & **E**		

Part B – College Group Activity (for organising activity for Morningside students)					
Organiser(s) / Student group(s) :		Email :			
Activity date(s) / period :		Start time :		End time :	
Activity location :					
Purpose(s) / Objective(s) of the activity : ** Please supplement details in the proposal*					
Brief description of the activity : ** Please supplement details in the proposal*					
Other information : e.g. activity details / risk assessment (if applicable) ** Please supplement details in the proposal*					
Expected number of participants :					
Co-sponsor(s) / organiser(s) :	☐ Yes ➔ complete the followings: Co-sponsor(s) / organiser(s):_____ Contact person: _____ Contact no.: _____ Email: _____ ☐ No				
Has the venue / furniture / equipment been reserved through the College Office?	☐ Yes, please specify the venue / item(s): _____ ☐ No *(N.B. Please make the request with facility team(s) directly for reservation ASAP.)*				
Has the activity proposal been reviewed and approved by the College?	☐ Yes ☐ No[2] Remarks (if any): _____				
Is the activity free of charge for participant(s)?	☐ Yes ☐ No, please provide the expected income under **Part D**				
The activity is open to *(You may choose more than one option.)*	☐ All Morningside College students ☐ All CUHK students[3] ☐ Others, please specify: _____				

1 All approved sponsorships are provided on a reimbursement basis. Reimbursement will not be processed unless valid receipts and completion reports are submitted to the College Office **within one (1) month after the event**. For expenses incurred in foreign currency, valid receipts together with records of the exchange rate on the day of calculation must be submitted with this form for reimbursement.

2 For activities that have not yet been reviewed and approved by the College, additional processing time will be required, as the proposal must first undergo evaluation and receive feedback on feasibility.

3 Please note that sponsorship is available exclusively to Morningside students.

Group Activity Proposal must be submitted together with this form.	
Proposal Checklist	
I/We have provided a 1 to 2-page proposal of activity that includes the following and supporting document(s) for the College's consideration:	
1. details and goals of the activity	☐ Yes ☐ No
2. College Values – Scholarship, Virtue, Service: which value(s) this activity supports and how	☐ Yes ☐ No
3. floor plan of the activity setting, if applicable	☐ Yes ☐ No
4. list of participants for the activity, if applicable	☐ Yes ☐ No
5. risk assessment for the activity, if applicable	☐ Yes ☐ No
6. non-CUHK sponsorships details, if applicable	☐ Yes ☐ No
7. item(s) estimated cost in Hong Kong dollars: - ***HK$15,000 or below**: **1** written quotation* - ***over HK$15,000: cost comparison is required:*** *from **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*	☐ Yes ☐ No
For the requested sponsorship amount over HK$5,000 **➔ please obtain MCSU endorsement before submitting the application form**	

Morningside College Student Union (MCSU) endorsement	
The activity is ☐ **endorsed** / ☐ **NOT endorsed** by MCSU.	MCSU chop:
Comments, if any:	

Part C – Individual Activity[4] (for non-coursework related and non-credit-bearing activity)		
Activity name	:	
Type of activity	:	☐ Competition ☐ Conference / Seminar / Talk[5] ☐ Study trip / Field trip ☐ Others, please specify: _____
Organiser(s)	:	
Activity date(s) / period	:	
Activity location	:	
Brief description of the activity ** Please supplement on a blank page if there is insufficient space.*	:	
Personal objective(s) for participating in the activity ** Please supplement on a blank page if there is insufficient space.*	:	
Other information, e.g. activity pamphlet, proposal, official website, proof of participation, etc. ** Please supplement on a blank page if there is insufficient space.*	:	
Are you representing CUHK or any organization(s) for the activity?	:	☐ Yes, please specify: _____ ☐ No
Is there sponsorship(s) available other than Student Activity Sponsorship? ** Please supplement on a blank page if there is insufficient space.*	:	☐ Yes Name of Sponsorship(s): _____ Contact person: _____ Contact no.: _____ Email: _____ ☐ No

4 Sponsorship for an individual activity is capped at 50% of the net cost of the activity or HK$5,000, whichever is lower. Each student is eligible to apply for sponsorship up to a cumulative total of HK$5,000 throughout his or her time at Morningside College.

5 Applicable to conferences, seminars, or talks in which the applicant does not present academic papers. Applicants presenting academic papers at such events should apply for the College Conference Grant. Further details are available in the weekly notices at the start of each regular semester.

Part D – Estimated Budget & Sponsorship Request [6] [7]

(Please write in a blank page if there is insufficient space. Please also provide the supporting documents with numbering.)

1. Estimated Expenses[8] *(must complete)*

Please provide exchange rate if the amount is in foreign currency.

No.	Item	Amount (HK$)	Supporting document no.
1.			
2.			
3.			
4.			
5.			
	Total Estimated Expenses:		

2. Co-sponsorship (if any)

No.	Sponsoring organization(s) / department(s)	Sponsorship confirmed? (Yes / No)	Amount (HK$)	Supporting document no.
1.				
2.				
		Total Co-sponsorship Amount:		

3. Expected Income (if any) e.g. expected participation fee per student

No.	Item	Amount (HK$)	Supporting document no.
1.			
2.			
	Total Expected Income:		

4. Student Activity Sponsorship Request[9] *(must complete)*

Please provide exchange rate if the amount is in foreign currency.

No.	Item	Amount (HK$)	Supporting document no.
1.			
2.			
3.			
4.			
5.			
	Total Sponsorship Request: *Capped at: Total Estimated Expenses – Total Co-sponsorship Amount – Total Expected Income*		

Part E – Declaration

☐ I/We confirm that the information I/we have provided is accurate and complete to the best of my/our knowledge. Any changes to the proposed activity (such as date, time, event, co-sponsorship amount), I/we will inform the College in a timely manner.

☐ I/We understand that Morningside College reserves the right to withdraw any sponsorships approved or granted if the above information is found false or incomplete.

☐ I/We understand the College retains the right to use all activity-related materials for promotional purposes.

Applicant's Signature : _____ Date : _____

(August 2026)

6 For sponsorship capped at HK$2,000, processing will take 10 working days, provided that the application form is complete and all required items are ready.
7 Screenshots provided as supporting documents must display details (e.g. item name and price) clearly. Unreadable information will not be considered.
8 'Estimated Expenses' refers to all expected expenditure items of the activity.
9 'Student Activity Sponsorship Request' refers to the items for which College sponsorship is sought. Reimbursement will be made only for the items listed under this section.