

**Morningside College Life Committee**  
**Student Activity Sponsorship<sup>1</sup> Application**

Completed form and supporting document(s) should be submitted in print to the College Office or soft copy via email [mc.collegelife@cuhk.edu.hk](mailto:mc.collegelife@cuhk.edu.hk). **INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**

Please tick the appropriate box(es).


**Part A – Basic Information**

Full name of applicant	: Chan, Tai Man	(CUID: 1155XXXXXX )
Mobile no.	: 12345678	Email : 1155XXXXXX@link.cuhk.edu.hk
Activity name	: Morningside College XX Day 20XX	
Organizer(s) / Student group(s)	: Morningside College XXX Committee	
Activity date(s) / period	: XX March 20XX	Start time : XX:XX End time : XX:XX
Activity location	: Morningside College Patio	
Purpose(s) / Objective(s)	: Reason(s)/purpose(s)/objective(s) of organizing this activity(ies)	
Brief description of the activity(ies)	: Target participants, date & venue, highlights of event, Expected outcome	
Other information, e.g. activity pamphlet (if any)		
Type of activity(ies):	<input checked="" type="checkbox"/> College group activity(ies) → Go to <b>Part B</b>	<input type="checkbox"/> Individual activity → Go to <b>Part D &amp; E</b>

**Part B – College Group Activity(ies)**

Expected no. of participants	: 30
Co-sponsor(s) / organizer(s)	<input type="checkbox"/> Yes → complete the followings: Co-sponsor(s)/organizer(s): _____ Contract person: _____ Contact no.: _____ Email: _____ <input checked="" type="checkbox"/> No
Have the venue reserved through the College Office?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this event free of charge for participant(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please provide the expected income in <b>Part E</b>
The activity opens to (You may choose more than 1 option)	<input checked="" type="checkbox"/> All Morningside College students <input type="checkbox"/> All CUHK students <input type="checkbox"/> Others, please specify: _____
Is the total requested amount of sponsorship <b>over HK\$1,500</b> ?	<input checked="" type="checkbox"/> Yes → Go to <b>the next question</b> , and <b>Part C &amp; Part E</b> <input type="checkbox"/> No <sup>2</sup> → Go to <b>Part E</b>
Is the total requested amount of sponsorship <b>over HK\$5,000</b> ?	<input checked="" type="checkbox"/> Yes, please obtain <b>Morningside College Student Union (MCSU)</b> 's endorsement below → Go <b>Part C &amp; Part E</b> <input type="checkbox"/> No → Go to <b>Part E</b>

**For Morningside College Student Union (MCSU) use only**

The activity(ies) is/are <input checked="" type="checkbox"/> <b>endorsed</b> / <input type="checkbox"/> <b>Not endorsed</b> by MCSU.	MCSU chop:
Comments, if any:	

<sup>1</sup> All approved sponsorship(s) is/are on reimbursement basis. Reimbursement will not be processed unless valid receipt(s) and completion report(s) are submitted to the College Office **within one (1) month after the event**. Valid receipt(s) and record(s) of foreign currency exchange rate(s) on the day of calculation must be submitted with this form for reimbursement.

<sup>2</sup>For sponsorship capped at HK\$1,500, application will be processed within 10 working days.

**Part C – Activity Proposal (for the total requested amount of sponsorship over HK\$1,500 only)**

I/We have provided a 1-2 page(s) proposal of activity that includes the followings and supporting document(s) for College's consideration:

1. details and goals of the activity;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. which College value(s) – Scholarship, Virtue, Service – this activity supports and how the activity supports the value(s);	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. quotation(s) and the foreign currency exchange rate(s) against Hong Kong dollars, if applicable - Estimated budget from <b>HK\$15,001 to HK\$30,000</b> : At least <b>2</b> verbal or written quotations - Estimated budget from <b>HK\$30,001 to HK\$150,000</b> : At least <b>3</b> written quotations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. list of participants for College group activity, if applicable;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. floor plan of setting of activity, if applicable	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. details of all non-CUHK sponsorships, if applicable	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Part D – Individual Activity<sup>3</sup> (non-coursework related and non-credit-bearing activity)**

Nature of activity :	<input type="checkbox"/> Competition <input type="checkbox"/> Conference/ Seminar/ Talk <sup>4</sup> <input type="checkbox"/> Study/Field trip <input type="checkbox"/> Others, please specify: _____
Do you represent CUHK or any organization(s) for the above activity?	<input type="checkbox"/> Yes, please specify: _____ <input type="checkbox"/> No
Sponsorship(s) other than College Life Sponsorship(s) (Please write in a blank page if there is not enough space)	<input type="checkbox"/> Yes → complete the followings: Name of Sponsorship(s): _____ Contract person: _____ Contact no.: _____ Email: _____ <input type="checkbox"/> No

**Part E – Estimated Budget & Co-sponsorship with Supporting Document(s)**

(Please write in a blank page if there is not enough space. Please provide the supporting documents with numbering)

Estimated Expenses				
No.	Item description	Amount (HK\$)	Supporting document(s)	
1.	Decoration	2,000	a	
2.	Refreshment	2,100	b	
3.	Sucking Pig	900	c	
4.	Tools	100	d	
5.				
Total estimated expenses:		5,100		
Co-sponsorship (if applicable)				
No.	Sponsoring organization(s)/department(s)	Sponsor confirmed? (Yes/No)	Amount (HK\$)	Supporting document(s)
1.				
2.				
Total co-sponsorship amount:				
Expected Income, e.g. expected participation fee per student to be collected (if applicable)				
No.	Item description	Amount (HK\$)	Supporting document(s)	
1.				
2.				
Total expected amount of income:				

<sup>3</sup> Sponsorship for individual activity is up to 50% of the net cost of the activity or HK\$3,500, whichever is lower.

<sup>4</sup> Applicable to conference(s)/seminar(s)/talk(s) in which applicant does not present any academic papers. Applicant who presents academic papers in the conference(s)/seminar(s)/talk(s) should apply for College Conference Grant. Please refer to weekly notices for more details.

College Life Sponsorship Requested			
No.	Item description	Amount (HK\$)	Supporting document(s)
1.	Decoration	2,000	a
2.	Refreshment	2,100	b
3.	Sucking Pig	900	c
4.	Tools	100	d
5.			
Total amount of sponsorship requested: (= cap. at total estimated expenses – total co-sponsorship amount - total expected amount of income)		5,100	

### Part F – Declaration

- ☒ I/We confirm that the information I have provided is true and correct to the best of my knowledge. I/We understood that Morningside College reserves the right to withdraw any sponsorships approved/granted if the above information is found false/incomplete.
- ☒ I/We understand the College retains the right to use all activity-related materials for promotional purpose.

Applicant's Signature : Chan Tai Man Date: XX Feb 20XX

Full Name : CHAN, Tai Man

For College Office Use ONLY	
<input type="checkbox"/> The application is approved with the amount HK\$ _____.	Signature:     for the Chair, College Life Committee
<input type="checkbox"/> The application is NOT approved.	

**Proposal of Morningside College XX Day 20XX**

**1. Objective**

- Who is/are the organizer(s)?
- What is your short mission(s) and goal(s) of the event?

**2. Event Details**

- Title of event
- Date
- Start time & end time
- Event venue
- Target participants & expected total no. of participants

**3. Event Overview**

- What activity(ies) would be held?
- Event itinerary
- Setup of venue (if applicable)
- Risk assessment (if applicable)

**4. List of Expected Participants (if applicable)**

	<b>Student Name</b>	<b>Student ID</b>	<b>Morningsider / non-Morningsider</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

**5. Estimated Budget Outline**

<b>Item no.</b>	<b>Item Description</b>	<b>Cost (HK\$)</b>	<b>Remarks</b>
1.			
2.			
3.			
4.			
	<b>Total</b>		

**6. Quotation(s)**

- Budget item cost  $\leq$  HK\$15,000: Optional in providing quotation(s)
- Budget item cost from HK\$15,001 to HK\$30,000:  
At least 2 verbal or written quotations
- Budget item cost from HK\$30,001 to HK\$150,000:  
At least 3 written quotations