

Morningside College Life Committee
Student Activity Sponsorship¹ 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. **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	: XX Challenge 20XX	
Organizer(s) / Student group(s)	: XXXXX University	
Activity date(s) / period	: XX – 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)	Invitation letter and the competition itinerary are attached.	
Type of activity(ies):	<input type="checkbox"/> College group activity(ies) → Go to Part B	
	<input checked="" type="checkbox"/> Individual activity → Go to Part D & E	

Part B – College Group Activity(ies)

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

For Morningside College Student Union (MCSU) use only

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

¹ 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.

²For 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 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 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 HK\$15,001 to HK\$30,000 : At least 2 verbal or written quotations - Estimated budget from HK\$30,001 to HK\$150,000 : At least 3 written quotations	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. list of participants for College group activity, if applicable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. floor plan of setting of activity, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. details of all non-CUHK sponsorships, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part D – Individual Activity³ (non-coursework related and non-credit-bearing activity)

Nature of activity :	<input checked="" type="checkbox"/> Competition <input type="checkbox"/> Conference/ Seminar/ Talk ⁴ <input type="checkbox"/> Study/Field trip <input type="checkbox"/> Others, please specify: <u>CUHK</u>
Do you represent CUHK or any organization(s) for the above activity?	<input checked="" type="checkbox"/> Yes, please specify: _____ <input type="checkbox"/> No
Sponsorship(s) other than College Life Sponsorship(s) <i>(Please write in a blank page if there is not enough space)</i>	<input type="checkbox"/> Yes → complete the followings: Name of Sponsorship(s): _____ Contract person: _____ Contact no.: _____ Email: _____ <input checked="" 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.	Air Ticket	2,300	a
2.	Participation Fee	800	b
3.			
4.			
5.			
Total estimated expenses:		3,100	

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:			

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

⁴ 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.	Air Ticket	2,300	a
2.	Participation Fee	800	b
3.			
4.			
5.			
Total amount of sponsorship requested: (= cap. at total estimated expenses – total co-sponsorship amount - total expected amount of income)		3,100	

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 October 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.	