

# Morningside College

## Application Quick Guide for Student Activity Sponsorship

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

Application for **College Group Activity** or **Individual Activity**?

Group Activity

Individual Activity

Complete **Part A & B**

*\*MCSU endorsement is required if the activity requests amount of sponsorship > HK\$5,000*

Estimated Total Sponsorship Requested > HK\$2,000?

Yes

Complete Part C & E

Estimated Total Sponsorship Requested > HK\$15,000?

Yes

Provide Quotations (**Mandatory**)

**Estimated Item(s) Budget from HK\$15,001 to HK\$30,000**  
At least 2 verbal or written quotations

**Estimated Item(s) Budget from HK\$30,001 to HK\$150,000**  
At least 3 written quotations

Complete Part F

Submit to the College Office in print or soft copy

Complete the following parts:-  
**Part A, D, E & F**

No

Complete Part E

Provide Quotation(s) (**Optional**)

No