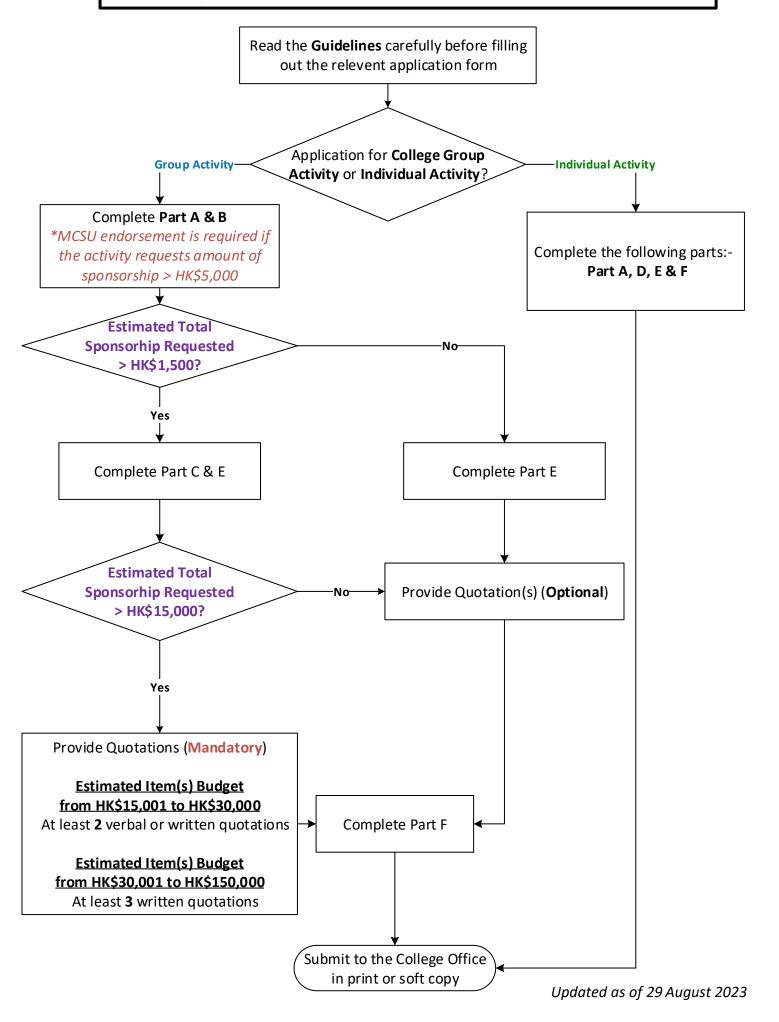
# Morningside College Application Quick Guide for Student Activity Sponsorship





## 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 <a href="mc.collegelife@cuhk.edu.hk">mc.collegelife@cuhk.edu.hk</a>. **INCOMPLETE APPLICATION WILL NOT BE CONSIDERED**.

Please tick the appropriate box(es).

Part A – Basic Information					
Full name of applicant	:	Chan, Tai Man		(CUID: 1155XX	
Mobile no.	:	12345678 Email	:	1155XXXXXX@link.cuhk	.edu.hk
	:	Hiking Trip – Tai Mo Shan			
3 (7)	:	Morningside College XXX Committ		·	T
	:	XX November 20XX Start tim	e :	XX:XX End time	: XX:XX
,	:	Tai Mo Shan			
	:	Reason(s)/purpose(s)/objective(s)			
	:	Target participants, date & venue,	high	ights of event,	
activity(ies)		Expected outcome			
Other information, e.g. activity pamphlet (if any)	:				
Type of activity(ies):		✓ College group activity(ies)  → Go to Part B		☐ Individual activity  → Go to Part D & B	
Part B – College Group Activity(is	es)				
Expected no. of participants	:	30			
Co-sponsor(s) / organizer(s)	: ☐ Yes→ complete the followings: Co-sponsor(s)/organizer(s): Contract person: Contact no.: Email: ☑ No				
Have the venue reserved through the College Office?		☐ Yes ☑ No			
Is this event free of charge for participant(s)?		☐ Yes ☑ No, please provide the	exp	cted income in Part E	
The activity opens to (You may choose more than 1 option)		✓ All Morningside College student  Others, please specify:	ts	☐ All CUHK students	
Is the total requested amount of		✓ Yes → Go to the next question, and Part C & Part E			
sponsorship over HK\$1,500?		□ No <sup>2</sup> → Go to Part E	_'		
Is the total requested amount of sponsorship over HK\$5,000?  □ Yes, please obtain Morningside College Student Union (MCSU)'s endorsement is over HK\$5,000?  □ Yes, please obtain Morningside College Student Union (MCSU)'s endorsement is over HK\$5,000?  □ Yes, please obtain Morningside College Student Union (MCSU)'s endorsement is over HK\$5,000?					
For Morningside College Student	t U	nion (MCSU) use only			
The activity(ies) is/are   endorsed /	<b>/</b> [	Not endorsed 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>&</sup>lt;sup>2</sup>For sponsorship capped at HK\$1,500, application will be processed within 10 working days.

rare	o mounty i roposai (ioi ti	ne total requested amour	it or sponsors	ılıh <u>over HK31,300</u>	<u>y</u> only)
	have provided a 1-2 page(s) p ge's consideration:	roposal of activity that inclu	des the followi	ngs and supporting	document(s) for
	etails and goals of the activity;				☑ Yes □ No
	✓ Yes □ No				
а	s and how the				
3. q	uotation(s) and the foreign cui				□ Yes ☑ No
-	Estimated budget from <b>HK\$</b>		_	•	
-	Estimated budget from <b>HK\$</b>		east <u>3</u> written q	uotations	
	st of participants for College gr				☐ Yes ☑ No
	oor plan of setting of activity,	• • • • • • • • • • • • • • • • • • • •			☐ Yes ☑ No
6. d	etails of all non-CUHK sponsor	ships, if applicable			☐ Yes ☑ No
Part	D – Individual Activity <sup>3</sup> (no	n-coursework related and	l non-credit-h	earing activity)	
	_				
Ivatu	re of activity :	•	Conference/ S	-	
Day	ou represent CUHK or any	☐ Study/Field trip ☐	Others, please	specify:	
,	nization(s) for the above	☐ Yes, please specify:			
activ		□ No			
Spon	sorship(s) other than :	☐ Yes→ complete the following	owings:		
Colle	ge Life Sponsorship(s)	Name of Sponsorship(s)			
		Contract person: Contact no.:			
	se write in a blank page if	Contact no.:	Ema	il:	
tnere	is not enough space)	□ No			
	E – Estimated Budget & Co-				
(Plea	se write in a blank page if there i				numbering)
(Pleas	se write in a blank page if there is a blank page if the a blank page if there is a blank page if the a blank page is a blank page if the a blank page is a blank page if the a blank page is a			ting documents with	
(Plea	se write in a blank page if there i				numbering) Supporting document(s)
(Pleas	se write in a blank page if there is a blank page if the a blank page if there is a blank page if the a blank page is a blank page if the a blank page is a blank page if the a blank page is a	s not enough space. Please pro	ovide the suppor	ting documents with	Supporting
(Please Estimate No. 1. 2.	nated Expenses Item description Shuttle bus service between Flag	s not enough space. Please pro	ovide the suppor	Amount (HK\$)  1,500 100	Supporting document(s)
(Please Estimate No.	se write in a blank page if there in ated Expenses  Item description  Shuttle bus service between	s not enough space. Please pro	ovide the suppor	Amount (HK\$)  1,500	Supporting document(s)
(Please Estimate No. 1. 2.	nated Expenses Item description Shuttle bus service between Flag	s not enough space. Please pro	ovide the suppor	Amount (HK\$)  1,500 100	Supporting document(s)  a b
(Please Estimate No. 1. 2. 3.	se write in a blank page if there is nated Expenses Item description Shuttle bus service between Flag Aluminium roll-up banner wi	s not enough space. Please pro	ovide the suppor	Amount (HK\$)  1,500 100 260	Supporting document(s)  a b c
(Please Estim No. 1. 2. 3. 4.	se write in a blank page if there is nated Expenses  Item description  Shuttle bus service between Flag  Aluminium roll-up banner wi Walkie Talkie x 3	Morningside College to Yue th poles x 2	ovide the suppor	Amount (HK\$)  1,500  100  260  990	Supporting document(s)  a b c d e
(Please Estim No. 1. 2. 3. 4. 5.	se write in a blank page if there is nated Expenses  Item description  Shuttle bus service between Flag  Aluminium roll-up banner wi Walkie Talkie x 3	Morningside College to Yue th poles x 2	n Tun Han	1,500 100 260 990 300	Supporting document(s)  a b c d e
(Please Estim No. 1. 2. 3. 4. 5.	se write in a blank page if there is nated Expenses  Item description  Shuttle bus service between Flag  Aluminium roll-up banner wi Walkie Talkie x 3  Outdoor first aid kit x 2	Morningside College to Yue th poles x 2  Total estimate	n Tun Han ted expenses:	1,500 100 260 990 300	Supporting document(s)  a b c d e  50  Supporting
(Please Estim No. 1. 2. 3. 4. 5.	se write in a blank page if there is nated Expenses Item description Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  ponsorship (if applicable)	Morningside College to Yue th poles x 2  Total estimate	Tun Han  ted expenses:  Sponsor confirmed?	Amount (HK\$)  1,500  100  260  990  300  3,1	Supporting document(s)  a b c d e
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(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1.	se write in a blank page if there is nated Expenses Item description Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  ponsorship (if applicable)	Morningside College to Yue th poles x 2  Total estimate	Tun Han  ted expenses:  Sponsor confirmed?	Amount (HK\$)  1,500  100  260  990  300  3,1	Supporting document(s)  a b c d e  50  Supporting
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No.	se write in a blank page if there is nated Expenses Item description Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  ponsorship (if applicable)	Morningside College to Yuer th poles x 2  Total estimated	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  1,500  100  260  990  300  3,1	Supporting document(s)  a b c d e  50  Supporting
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2.	se write in a blank page if there is nated Expenses Item description  Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  consorship (if applicable) Sponsoring organization(s)/o	Morningside College to Yue  th poles x 2  Total estimate  department(s)	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  1,500  100  260  990  300  3,11  Amount (HK\$)	Supporting document(s)  a b c d e  50  Supporting
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe	se write in a blank page if there is nated Expenses  Item description  Shuttle bus service between Flag  Aluminium roll-up banner wi Walkie Talkie x 3  Outdoor first aid kit x 2  consorship (if applicable)  Sponsoring organization(s)/outdoor first aid service between Flag  consorship (if applicable)	Morningside College to Yue  th poles x 2  Total estimate  department(s)	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  1,500 100 260 990 300  3,11  Amount (HK\$)	Supporting document(s)  a b c d e  50  Supporting document(s)
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2.	se write in a blank page if there is nated Expenses Item description  Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  consorship (if applicable) Sponsoring organization(s)/o	Morningside College to Yue  th poles x 2  Total estimate  department(s)	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  1,500  100  260  990  300  3,11  Amount (HK\$)	Supporting document(s)  a b c d e 50  Supporting document(s)
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe No.	se write in a blank page if there is nated Expenses Item description  Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  consorship (if applicable) Sponsoring organization(s)/outdoor first aid service between the service between th	Morningside College to Yue  th poles x 2  Total estimate  department(s)  Total co-sponsor	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)  ship amount: to be collected	Amount (HK\$)  1,500  100  260  990  300  3,11  Amount (HK\$)  (if applicable)  Amount (HK\$)	Supporting document(s)  a b c d e  50  Supporting document(s)
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe No. 1. 1. 1. 2. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	se write in a blank page if there is nated Expenses  Item description  Shuttle bus service between Flag  Aluminium roll-up banner wi Walkie Talkie x 3  Outdoor first aid kit x 2  consorship (if applicable)  Sponsoring organization(s)/outdoor first aid service between Flag  consorship (if applicable)	Morningside College to Yue  th poles x 2  Total estimate  department(s)  Total co-sponsor	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)  ship amount: to be collected	Amount (HK\$)  1,500 100 260 990 300  3,11  Amount (HK\$)	Supporting document(s)  a b c d e 50  Supporting document(s)
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe No.	se write in a blank page if there is nated Expenses Item description  Shuttle bus service between Flag Aluminium roll-up banner wi Walkie Talkie x 3 Outdoor first aid kit x 2  consorship (if applicable) Sponsoring organization(s)/outdoor first aid service between the service between th	Morningside College to Yue  th poles x 2  Total estimate  department(s)  Total co-sponsor	Tun Han  ted expenses:  Sponsor confirmed? (Yes/No)  ship amount: to be collected	Amount (HK\$)  1,500  100  260  990  300  3,11  Amount (HK\$)  (if applicable)  Amount (HK\$)	Supporting document(s)  a b c d e 50  Supporting document(s)

<sup>&</sup>lt;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>&</sup>lt;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.

Colle	College Life Sponsorship Requested							
No.	Item description	Amount (HK\$)	Supporting document(s)					
1.	Shuttle bus service between Morningside College to Yuen Tun Han	1,500	а					
2.	Flag	100	b					
3.	Aluminium roll-up banner with poles x 2	260	С					
4.	Walkie Talkie x 3	990	d					
5.	Outdoor first aid kit x 2 (covered by participation fee)	0	е					
(= ca <sub>j</sub>	Total amount of sponsorship requested:  o. at total estimated expenses – total co-sponsorship amount - total expected amount of income)	2,8	50					

Part F – Declara	ation							
understood								
☑ I/We unders	stand the Co	llege retains the right t	o use all activity-re	lated materials for promotion	nal purpose.			
Applicant's Signa	ture :	Chan Tai Man	Date:	XX Sep 20XX				
Full Name	:	CHAN, Tai Man						
For College Offic	For College Office Use ONLY							

For	For College Office Use ONLY							
	The HK\$	application	is	approved 	with	the	amount	Signature:
	The a	oplication is N	OT ap	proved.				
								for the Chair, College Life Committee



Sample\_2
(Group activity with total requested sponsorship amount over HK\$1,500)

# 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 <a href="mc.collegelife@cuhk.edu.hk">mc.collegelife@cuhk.edu.hk</a>. INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

Please tick the appropriate box(es).

Part A – Basic Information

Full name of applicant :	Chan, Tai Man	(CUID: 1155XXXXXXX )			
Mobile no. :	12345678 Email	: 1155XXXXXX@link.cuhk.edu.hk			
Activity name :	Morningside College XX Day 20XX				
Organizer(s) / Student group(s) :	Morningside College XXX Commit	ttee			
Activity date(s) / period :	XX March 20XX Start tin	ne : 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 :	Target participants, date & venue	e, highlights of event,			
activity(ies)	Expected outcome				
Other information, e.g. activity : pamphlet (if any)					
Type of activity(ies):	☑ College group activity(ies)	☐ Individual activity			
	→ Go to Part B	→ Go to Part D & E			
Part B – College Group Activity(ies					
Expected no. of participants :	30				
Co-sponsor(s) / organizer(s) :	☐ Yes→ complete the followings				
	Co-sponsor(s)/organizer(s):				
	Contract person:				
	Contact no.:	Email:			
	☑ No				
Have the venue reserved through the College Office?	☑ Yes □ No				
Is this event free of charge for participant(s)?	☑ Yes □ No, please provide th	ne expected income in Part E			
The activity opens to	☑ All Morningside College studer	nts   All CUHK students			
(You may choose more than 1 option)	☐ Others, please specify:				
Is the total requested amount of	✓ Yes → Go to the next question	n, and Part C & Part E			
sponsorship over HK\$1,500?	☐ No <sup>2</sup> → Go to Part E				
Is the total requested amount of	✓ Yes, please obtain <i>Morningside Coll</i>	lege Student Union (MCSU)'s endorsement below			
sponsorship over HK\$5,000?	→ Go Part C & Part E	, ,			
'	□ No → Go to Part E				
For Morningside College Student (					
The activity(ies) is/are <b>☑ endorsed /</b> [		MCSU chop:			
Comments, if any:					
		MCSU Chop			

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

		ne total requested amoun		mp <u>over majijo</u> t	<u>o</u> only)			
	have provided a 1-2 page(s) p ge's consideration:	roposal of activity that include	des the followi	ngs and supporting	document(s) for			
	etails and goals of the activity;				☑ Yes □ No			
a	activity supports the value(s);							
3. q	uotation(s) and the foreign cur			• • •	e ☑ Yes ☐ No			
-		<b>15,001 to HK\$30,000</b> : At lea	<del>-</del>	•				
-		30,001 to HK\$150,000: At le	ast <u>3</u> written q	uotations				
	st of participants for College gr				☑ Yes ☐ No			
	oor plan of setting of activity, i				✓ Yes □ No			
6. d	etails of all non-CUHK sponsor	snips, it applicable			☐ Yes ☑ No			
Part	D – Individual Activity³ (nor	n-coursework related and	non-credit-h	earing activity)				
	re of activity :		Conference/ S					
Ivatu	Te of activity .	☐ Study/Field trip		•				
Do w	ou represent CUHK or any		Others, please	: specify				
	nization(s) for the above	☐ Yes, please specify:						
activ		□ No						
Spon	sorship(s) other than :	☐ Yes→ complete the foll	owings:					
	ge Life Sponsorship(s)	Name of Sponsorship(s)						
		Contract person:						
	se write in a blank page if	Contact no.:	Ema	il:				
there	is not enough space)	□ No						
		-sponsorship with Suppor						
(Plea	se write in a blank page if there i				numbering)			
(Pleas	se write in a blank page if there i nated Expenses			ting documents with				
(Plea	se write in a blank page if there i				numbering)  Supporting document(s)			
(Pleas	se write in a blank page if there i nated Expenses			ting documents with	Supporting			
(Please Estimate No. 1. 2.	nated Expenses Item description  Decoration  Refreshment			Amount (HK\$)	Supporting document(s)			
(Please Estimate No.	se write in a blank page if there is nated Expenses Item description Decoration			Amount (HK\$)  2,000	Supporting document(s)			
(Please Estimate No. 1. 2.	nated Expenses Item description  Decoration  Refreshment			Amount (HK\$)  2,000 2,100	Supporting document(s)  a b			
(Please Estimate No. 1. 2. 3.	se write in a blank page if there is nated Expenses Item description  Decoration Refreshment Sucking Pig			Amount (HK\$)  2,000 2,100 900	Supporting document(s)  a b c			
(Please Estim No. 1. 2. 3. 4. 5.	se write in a blank page if there is nated Expenses  Item description  Decoration  Refreshment  Sucking Pig  Tools		vide the suppor	Amount (HK\$)  2,000 2,100 900	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable)	s not enough space. Please pro	ed expenses:	Amount (HK\$)  2,000  2,100  900  100  5,1	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5.	se write in a blank page if there is nated Expenses  Item description  Decoration  Refreshment  Sucking Pig  Tools	s not enough space. Please pro	ed expenses:	Amount (HK\$)  2,000 2,100 900 100	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable)	s not enough space. Please pro	ed expenses:  Sponsor confirmed?	Amount (HK\$)  2,000  2,100  900  100  5,1	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No.	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable)	s not enough space. Please pro	ed expenses:	Amount (HK\$)  2,000  2,100  900  100  5,1	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1.	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable)	s not enough space. Please pro	ed expenses:  Sponsor confirmed?	Amount (HK\$)  2,000  2,100  900  100  5,1	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No.	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable)	Total estimat	ed expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  2,000  2,100  900  100  5,1	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2.	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable) Sponsoring organization(s)/o	Total estimat  Total co-sponsor	ed expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  2,000 2,100 900 100  5,1  Amount (HK\$)	Supporting document(s)  a b c d			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe	se write in a blank page if there is nated Expenses  Item description  Decoration Refreshment Sucking Pig Tools  Consorship (if applicable) Sponsoring organization(s)/o	Total estimat  Total co-sponsor	ed expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  2,000 2,100 900 100  5,1  Amount (HK\$)	Supporting document(s)  a b c d  OO  Supporting document(s)			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2.	nated Expenses Item description  Decoration Refreshment Sucking Pig Tools  Doonsorship (if applicable) Sponsoring organization(s)/o	Total estimat  Total co-sponsor	ed expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  2,000 2,100 900 100  5,1  Amount (HK\$)	Supporting document(s)  a b c d  OO  Supporting document(s)			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe No.	se write in a blank page if there is nated Expenses  Item description  Decoration Refreshment Sucking Pig Tools  Consorship (if applicable) Sponsoring organization(s)/o	Total estimat  Total co-sponsor	ed expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  2,000 2,100 900 100  5,1  Amount (HK\$)	Supporting document(s)  a b c d  OO  Supporting document(s)			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe No. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	se write in a blank page if there is nated Expenses  Item description  Decoration Refreshment Sucking Pig Tools  Consorship (if applicable) Sponsoring organization(s)/o	Total estimat  Total co-sponsor	ed expenses:  Sponsor confirmed? (Yes/No)	Amount (HK\$)  2,000 2,100 900 100  5,1  Amount (HK\$)	Supporting document(s)  a b c d  OO  Supporting document(s)			
(Please Estim No. 1. 2. 3. 4. 5. Co-sp No. 1. 2. Expe No.	se write in a blank page if there is nated Expenses  Item description  Decoration Refreshment Sucking Pig Tools  Consorship (if applicable) Sponsoring organization(s)/o	Total estimat  Total co-sponsor	ed expenses:  Sponsor confirmed? (Yes/No)  ship amount:	Amount (HK\$)  2,000 2,100 900 100  5,1  Amount (HK\$)	Supporting document(s)  a b c d  OO  Supporting document(s)			

<sup>&</sup>lt;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>&</sup>lt;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.

Colle	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	С				
4.	Tools	100	d				
5.							
(= ca <sub>i</sub>	Total amount of sponsorship requested:  o. at total estimated expenses – total co-sponsorship amount - total expected amount of income)	5,1	.00				

		-			
Part	F — I	De	cla	ra	tion

Full Name

Гаі	t F - Deciaration			
<b>V</b>	understood that Mor			correct to the best of my knowledge. I/We aw any sponsorships approved/granted if the
<b>V</b>	I/We understand the	e College retains the right to use all a	ctivity-re	lated materials for promotional purpose.
Арр	licant's Signature	: Chan Tai Man	Date:	XX Feb 20XX

For	For College Office Use ONLY							
	The HK\$_	application	is	approved 	with	the	amount	Signature:
	The a	pplication is N	OT ap	oproved.				
								for the Chair, College Life Committee

: CHAN, Tai Man



Sample\_3
(Group activity with total requested sponsorship amount capped at HK\$1,500)

## 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 <a href="mc.collegelife@cuhk.edu.hk">mc.collegelife@cuhk.edu.hk</a>. **INCOMPLETE APPLICATION WILL NOT BE CONSIDERED**.

Please tick the appropriate box(es).

Part A - Rasic Information

Full name of applicant :	Chan, Tai Man	(CUID: 1155XXXXXXXX )
Mobile no. :	12345678 Email :	1155XXXXXX@link.cuhk.edu.hk
	Morningside College XX Celebration	1155AAAAA@IIIIR.CUIIR.euu.IIR
Activity name :		
Organizer(s) / Student group(s) :	Morningside College XXX Committee	WWW Find times . WWW
Activity date(s) / period :	XX December 20XX Start time :	XX:XX End time : XX:XX
Activity location :	Morningside College Patio	
Purpose(s) / Objective(s) :	Morningside College Student Common Roo	m
Brief description of the :	The Morningside College ABC Committee w	ould like to organize a festive event on
activity(ies)	XX December 20XX at XXX to share the hap	piness and fun with all Morningsiders.
Other information, e.g. activity : pamphlet (if any)		
Type of activity(ies):	✓ College group activity(ies)  → Go to Part B	☐ Individual activity  → Go to Part D & E
Part B - College Group Activity(ies		
Expected no. of participants :	30	
Co-sponsor(s) / organizer(s) :	☐ Yes→ complete the followings:	
	Co-sponsor(s)/organizer(s):	
	Contract person:	
	Contact no.: En	nail:
	☑ No	
Have the venue reserved through the College Office?	☑ Yes □ No	
Is this event free of charge for participant(s)?	☑ Yes ☐ No, please provide the expe	ected income in Part E
The activity opens to (You may choose more than 1 option)	✓ All Morningside College students  ☐ Others, please specify:	☐ All CUHK students
Is the total requested amount of	☐ Yes → Go to the next question, and	Part C & Part E
sponsorship over HK\$1,500?	✓ No²→ Go to Part E	
Is the total requested amount of	Yes, please obtain Morningside College Stu	ident Union (MCSU)'s endorsement below
sponsorship <u>over HK\$5,000</u> ?	→ Go Part C & Part E	
	☐ No → Go to Part E	
For Morningside College Student (		
The activity(ies) is/are and endorsed /		MCSU chop:
Comments, if any:		

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

I/We	C - Activity Proposal (for the	ne total requested amoun	t of sponsors	nip <u>over AK\$1,500</u>	<u>,</u> only)
1 -	have provided a 1-2 page(s) p ge's consideration:	roposal of activity that include	des the followi	ngs and supporting o	document(s) for
1. d	etails and goals of the activity;				☐ Yes ☐ No
1	rhich College value(s) – Scholar ctivity supports the value(s);	rship, Virtue, Service – this a	ctivity supports	and how the	☐ Yes ☐ No
	uotation(s) and the foreign cui	rency exchange rate(s) again	nst Hong Kong	dollars, if applicable	! ☐ Yes ☐ No
-		<b>15,001 to HK\$30,000</b> : At lea		• •	
-	Estimated budget from <b>HK\$</b>	3 <b>0,001 to HK\$150,000</b> : At le	ast <u>3</u> written q	uotations	
4. li	st of participants for College gr	oup activity, if applicable;			☐ Yes ☐ No
5. fl	oor plan of setting of activity,	if applicable			☐ Yes ☐ No
6. d	etails of all non-CUHK sponsor	ships, if applicable			☐ Yes ☐ No
Part	D – Individual Activity <sup>3</sup> (no	n-coursework related and	non-credit-b	earing activity)	
Natu	re of activity :	$\square$ Competition $\square$	Conference/ S	eminar/ Talk <sup>4</sup>	
		$\square$ Study/Field trip $\square$	Others, please	specify:	
Do yo	ou represent CUHK or any	☐ Yes, please specify:			
_	nization(s) for the above	□ No			
activ					
	sorship(s) other than :	☐ Yes→ complete the foll			
Colle	ge Life Sponsorship(s)	Name of Sponsorship(s)	·		
(Pleas	se write in a blank page if	Contract person: Contact no.:		:1.	
	is not enough space)		Ema	II:	
		□ INO			
Part	E – Estimated Budget & Co-	-sponsorship with Suppor	ting Docume	nt(s)	
	se write in a blank page if there i				numbering)
	nated Expenses		•		
No.	Item description			Amount (HK\$)	Supporting
1.	Beverages				document(s)
2.				200	document(s)
<b>H</b>	Snacks			200 800	document(s)
3.	Decoration materials				document(s)
3. 4.				800	document(s) a b
3.				800 200	document(s)  a b c
3. 4. 5.	Decoration materials	Total estimat	ed expenses:	800	document(s)  a b c
3. 4. 5.	Decoration materials  ponsorship (if applicable)			800 200 1,20	document(s)  a b c
3. 4. 5.	Decoration materials		Sponsor	800 200	document(s)  a b c
3. 4. 5.	Decoration materials  ponsorship (if applicable)		Sponsor confirmed?	800 200 1,20	document(s)  a b c
3. 4. 5. Co-s <sub>i</sub> No.	Decoration materials  ponsorship (if applicable)		Sponsor	800 200 1,20	document(s)  a b c
3. 4. 5. Co-sp No.	Decoration materials  ponsorship (if applicable)		Sponsor confirmed?	800 200 1,20	document(s)  a b c
3. 4. 5. Co-s <sub>i</sub> No.	Decoration materials  ponsorship (if applicable)	department(s)	Sponsor confirmed? (Yes/No)	800 200 1,20	document(s)  a b c
3. 4. 5. Co-sp No.	Decoration materials  Donsorship (if applicable)  Sponsoring organization(s)/	department(s)  Total co-sponsor	Sponsor confirmed? (Yes/No)	800 200 1,20 Amount (HK\$)	document(s)  a b c
3. 4. 5. Co-sp No. 1. 2. Expe	Decoration materials  consorship (if applicable)  Sponsoring organization(s)/o	department(s)  Total co-sponsor	Sponsor confirmed? (Yes/No)	Amount (HK\$)	document(s)  a b c  00  Supporting document(s)
3. 4. 5. Co-sp No.	Decoration materials  Donsorship (if applicable)  Sponsoring organization(s)/	department(s)  Total co-sponsor	Sponsor confirmed? (Yes/No)	800 200 1,20 Amount (HK\$)	document(s)  a b c  Supporting document(s)
3. 4. 5. Co-sp No. 1. 2. Expe	Decoration materials  consorship (if applicable)  Sponsoring organization(s)/o	department(s)  Total co-sponsor	Sponsor confirmed? (Yes/No)	Amount (HK\$)	document(s)  a b c  00  Supporting document(s)
3. 4. 5. Co-sp No. 1. 2. Expe No.	Decoration materials  consorship (if applicable)  Sponsoring organization(s)/o	department(s)  Total co-sponsor	Sponsor confirmed? (Yes/No)	Amount (HK\$)	document(s)  a b c  DO  Supporting document(s)
3. 4. 5. Co-sp No. 1. 2. Expe No. 1.	Decoration materials  consorship (if applicable)  Sponsoring organization(s)/o	department(s)  Total co-sponsor	Sponsor confirmed? (Yes/No) ship amount:	Amount (HK\$)	document(s)  a b c  DO  Supporting document(s)

<sup>&</sup>lt;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>&</sup>lt;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.

Colle	ge Life Sponsorship Requested		
No.	Item description	Amount (HK\$)	Supporting document(s)
1.	Beverages	200	a
2.	Snacks	800	b
3.	Decoration materials	200	С
4.			
5.			
(= ca <sub>l</sub>	Total amount of sponsorship requested:  o. at total estimated expenses – total co-sponsorship amount - total expected amount of income)	1,2	200

_	_	-				
Part	<b>-</b> - 1	De	cıa	ıra	Ť١	on

Part	t F – Declaration			
V	understood that Mor	·		orrect to the best of my knowledge. I/We w any sponsorships approved/granted if the
$\checkmark$	I/We understand the	College retains the right to use all ac	tivity-re	lated materials for promotional purpose.
Арр	licant's Signature	: <u>Chan Tai Man</u>	Date:	XX October 20XX
Full	Name	: CHAN, Tai Man		

For	Colleg	e Office Use	ONL	Υ				
	The HK\$_	application	is	approved 	with	the	amount	Signature:
	The a	pplication is N	OT ap	oproved.				
								for the Chair, College Life Committee

Sample\_4
(Individual activity)



# 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 <a href="mc.collegelife@cuhk.edu.hk">mc.collegelife@cuhk.edu.hk</a>. **INCOMPLETE APPLICATION WILL NOT BE CONSIDERED**.

Please tick the appropriate box(es).

Part A – Basic Information

Full name of applicant	:	Chan, Tai Man			((	CUID: 1155	XXX	XXXX )
Mobile no.		12345678	Email	:	1155XXX	XXX@link.cu	hk.e	du.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 Pat	io					
Purpose(s) / Objective(s)		Reason(s)/purpose(s)/ob					)	
Brief description of the	:	Target participants, date	2 & venue, hi	ighl	ights of ev	ent,		
activity(ies)		Expected outcome						
Other information, e.g. activity pamphlet (if any)	:	Invitation letter and the	competition	itir	nerary are	attached.		
Type of activity(ies):		☐ College group activity	y(ies)		☑ Individ	dual activity		
		→ Go to Part B			<b>→</b> 0	o to Part D	<u>&amp; E</u>	
Part B – College Group Activity(ie	es)							
Expected no. of participants	:							
Co-sponsor(s) / organizer(s)		☐ Yes→ complete the f	ollowings:					
		Co-sponsor(s)/organiz	zer(s):					
		Contract person: Contact no.:		Em	ail:			
		$\square$ No						
Have the venue reserved through		☐ Yes ☐ No						
the College Office?								
Is this event free of charge for		$\square$ Yes $\square$ No, please p	rovide the e	хрє	cted incor	ne in <u>Part E</u>		
participant(s)?								
The activity opens to (You may choose more than 1 option)		☐ All Morningside Colle	_		☐ All CUF	IK students		
Is the total requested amount of		Others, please specify			Do at C 0 D			
sponsorship <u>over HK\$1,500</u> ?		☐ Yes → Go to the next	t question, a	ma	Part C & P	art E		
		☐ No <sup>2</sup> → Go to <u>Part E</u>						
Is the total requested amount of		☐ Yes, please obtain Morni		Stu	dent Union (	MCSU)'s endor	seme	nt below
sponsorship <u>over HK\$5,000</u> ?		→ Go Part C & Part I	<u>E</u>					
		☐ No → Go to Part E						
For Morningside College Student	t U	Inion (MCSU) use only						
The activity(ies) is/are $\square$ endorsed	<b>/</b> [	Not endorsed by MCSU			MCSU ch	op:		
Comments, if any:								

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

I/We have provided a 1-2 page(s) proposal of activity that includes the followings and supporting document(s) for College's consideration:	
	r
1. details and goals of the activity; □ Yes □ No	
2. which College value(s) – Scholarship, Virtue, Service – this activity supports and how the ☐ Yes ☐ No	
activity supports the value(s);	
3. quotation(s) and the foreign currency exchange rate(s) against Hong Kong dollars, if applicable ☐ Yes ☐ No	)
- 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 <u>3</u> written quotations	
4. list of participants for College group activity, if applicable;	
5. floor plan of setting of activity, if applicable	
6. details of all non-CUHK sponsorships, if applicable ☐ Yes ☐ No	)
Part D – Individual Activity <sup>3</sup> (non-coursework related and non-credit-bearing activity)	
Nature of activity : $\square$ Competition $\square$ Conference/ Seminar/ Talk <sup>4</sup>	
☐ Study/Field trip ☐ Others, please specify:CUHK	_
Do you represent CUHK or any ✓ Yes, please specify:	
organization(s) for the above   No	
activity?	
Sponsorship(s) other than : $\square$ Yes $\rightarrow$ complete the followings:	
College Life Sponsorship(s)  Name of Sponsorship(s):	
Contract person:	
(Please write in a blank page if Contact no.: Email:	
there is not enough space)	
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)	
(Please write in a blank page if there is not enough space. Please provide the supporting documents with numbering)  Estimated Expenses	
Estimated Expenses	
Estimated Expenses  No. Item description Amount (HK\$) Supporting	
Estimated Expenses   Amount (HK\$)   Supporting document(s)	
Estimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Estimated ExpensesNo.Item descriptionAmount (HK\$)Supporting document(s)1.Air Ticket2,300a2.Participation Fee800b	
Estimated Expenses   Amount (HK\$)   Supporting document(s)	
Estimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Estimated Expenses   Amount (HK\$)   Supporting document(s)	
Estimated Expenses         No.       Item description       Amount (HK\$)       Supporting document(s)         1.       Air Ticket       2,300       a         2.       Participation Fee       800       b         3.       4.       5.         5.       Total estimated expenses:       3,100	
Supporting document(s)	
Estimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Restimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Restimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Restimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Restimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
No.   Item description   Amount (HK\$)   Supporting document(s)	
Estimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Estimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	
Restimated Expenses   No.   Item description   Amount (HK\$)   Supporting document(s)	

<sup>&</sup>lt;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>&</sup>lt;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.

Colle	ge 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.			
(= ca <sub>j</sub>	Total amount of sponsorship requested:  o. at total estimated expenses – total co-sponsorship amount - total expected amount of income)	3,1	.00

Par	t F – Declaration				
$\overline{\mathbf{V}}$	understood that Mo	ornin	-		correct to the best of my knowledge. I/We aw any sponsorships approved/granted if the
$\checkmark$	I/We understand th	ie Co	llege retains the right to	use all activity-re	elated materials for promotional purpose.
Арр	licant's Signature	:	Chan Tai Man	Date:	XX October 20XX
Full	Name	:	CHAN, Tai Man		

For	Colleg	e Office Use	ONL	Υ				
	The HK\$_	application	is	approved 	with	the	amount	Signature:
	The a	pplication is N	OT ap	oproved.				
								for the Chair, College Life Committee

## **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)

	Student Name	Student ID	Morningsider / non-Morningsider
1			
2			
3			
4			

#### 5. Estimated Budget Outline

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

## 6. Quotation(s)

- Budget item  $cost \le HK\$15,000$ : 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