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| **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*](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 | : | (CUID: ) | | | | | | | |
| Mobile no. | : |  | Email | | : |  | | | |
| Activity name | : |  | | | | | | | |
| Organizer(s) / Student group(s) | : |  | | | | | | | |
| Activity date(s) / period | : |  | Start time | | : |  | End time | : |  |
| Activity location | : |  | | | | | | | |
| Purpose(s) / Objective(s)  *\*Please write in a blank page if there is not enough space.* | : |  | | | | | | | |
| Brief description of the activity(ies) *\*Please write in a blank page if there is not enough space.* | : |  | | | | | | | |
| 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 | : |  | | | | | | | |
| Co-sponsor(s) / organizer(s) | : | Yes🡺 complete the followings:  Co-sponsor(s)/organizer(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | | | | | | |
| Has the venue/furniture/equipment been reserved through the College Office? | | Yes, please specify the item(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | | | | | | |
| **For the event at Morningside College** Has the activity proposal been reviewed and agreed by the College? | | Yes, please specify the venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No2  Remarks (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Is this event free of charge for participant(s)? | | Yes  No, please provide the expected income in **Part E** | | | | | | | |
| The activity opens to *(You may choose more than 1 option)* | | All Morningside College students  All CUHK students  Others, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Is the total requested amount of sponsorship **over HK$1,500**? | | Yes 🡺 Go to **the next question,** and **Part C & Part E**  No3🡺 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 below***  🡺 Go **Part C & Part E**  No 🡺 Go to **Part E** | | | | | | | |
| **For Morningside College Student Union (MCSU) use only** | | | | | | | | | |
| The activity(ies) is/are  **endorsed /  Not endorsed** by MCSU. | | | | | | MCSU chop: | | | |
| Comments, if any: | | | | | |  | | | |
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*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.*

*2****Additional processing time*** *for sponsorship application will be required, as more time will be needed to feedback on the activity proposal first.*

*3For sponsorship capped at HK$1,500, application will be processed within 10 working days.*

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| **Part C – Activity Proposal (for the** **total requested amount of sponsorship over HK$1,500only)** | | | | | | | | |
| 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; | | | | | | | | Yes  No |
| 1. which College value(s) – Scholarship, Virtue, Service – this activity supports and how the activity supports the value(s); | | | | | | | | Yes  No |
| 1. 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$150,000****: At least* ***3*** *written quotations* | | | | | | | | Yes  No |
| 1. list of participants for College group activity, if applicable; | | | | | | | | Yes  No |
| 1. floor plan of setting of activity, if applicable | | | | | | | | Yes  No |
| 1. details of all non-CUHK sponsorships, if applicable | | | | | | | | Yes  No |
|  | | | | | | | |  |
| **Part D – Individual Activity4 (non-coursework related and non-credit-bearing activity)** | | | | | | | | |
| Nature of activity | | : | Competition | Conference/ Seminar/ Talk5 | | | | |
|  | |  | Study/Field trip | Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Do you represent CUHK or any organization(s) for the above activity? | | | Yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | | | | |
| Sponsorship(s) other than College Life Sponsorship(s)  *(Please write in a blank page if there is not enough space)* | | : | Yes🡺 complete the followings:  Name of Sponsorship(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | | | | |
|  | | | | | | | |  |
| **Part E – Estimated Budget & Co-sponsorship with Supporting Document(s)**  ***(Please write in a blank page if there is not enough space. Please provide the supporting documents with numbering)*** | | | | | | | | |
| **Estimated Expenses** | | | | | | | | |
| **No.** | **Item description** | | | | | **Amount (HK$)** | **Supporting document(s)** | |
| 1. |  | | | | |  |  | |
| 2. |  | | | | |  |  | |
| 3. |  | | | | |  |  | |
| 4. |  | | | | |  |  | |
| 5. |  | | | | |  |  | |
| **Total estimated expenses:** | | | | | |  | | |
| **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:** | | | | | |  | | |

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

*5 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.*

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| **College Life Sponsorship Requested** | | | |
| **No.** | **Item description** | **Amount (HK$)** | **Supporting document(s)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total amount of sponsorship requested:**  ***(= cap. at total estimated expenses – total co-sponsorship amount - total expected amount of income)*** | |  | |

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| **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 | | : |  | Date: |  |
| Full Name | | : |  |  |  |
|  | |  |  |  |  |
| **For College Office Use ONLY** | | | | | |
|  | The application is approved with the amount HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | Signature: | |
|  | The application is NOT approved. | | |
|  |  | | | for the Chair, College Life Committee | |