

|  |
| --- |
| **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 | : |  (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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  No2Remarks (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: |  |
|  |

*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.*

|  |
| --- |
| **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.*

|  |
| --- |
| **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)***  |  |

|  |
| --- |
| **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 |