

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	:
Activity location	:		
Purpose(s) / Objective(s)	:		
<i>*Please write in a blank page if there is not enough space.</i>			
Brief description of the activity(ies)	:		
<i>*Please write in a blank page if there is not enough space.</i>			
Other information, e.g. activity pamphlet (if any)	:		
Type of activity(ies):		<input type="checkbox"/> College group activity(ies) → Go to Part B	<input 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	
Has the venue/furniture/equipment been reserved through the College Office?	:
<input type="checkbox"/> Yes, please specify the item(s): _____ <input type="checkbox"/> No	
For the event at Morningside College Has the activity proposal been reviewed and agreed by the College?	:
<input type="checkbox"/> Yes, please specify the venue: _____ <input type="checkbox"/> No ² Remarks (if any): _____	
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 <i>(You may choose more than 1 option)</i>	:
<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 ³ → Go to Part E	
Is the total requested amount of sponsorship over HK\$5,000 ?	:
<input type="checkbox"/> Yes, please obtain <i>Morningside College Student Union (MCSU)'s endorsement below</i> → 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.

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

³ For 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 Activity⁴ (non-coursework related and non-credit-bearing activity)

Nature of activity :	<input type="checkbox"/> Competition <input type="checkbox"/> Conference/ Seminar/ Talk ⁵ <input type="checkbox"/> Study/Field trip <input type="checkbox"/> Others, please specify: _____
Do you represent CUHK or any organization(s) for the above activity?	<input 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): _____ Contact person: _____ Contact no.: _____ Email: _____ <input 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.			
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:			
<i>(= cap. at total estimated expenses – total co-sponsorship amount - total expected amount of income)</i>			

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	
<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.	