

New Asia College, The Chinese University of Hong Kong
Mr. Lam Yiu Ming Student Activity Fund 2019/2020
Application Guidelines

Introduction

To encourage students to organize or participate in various activities to widen their exposure and enrich their knowledge, College trustee Mr. Lam Yiu Ming established this fund to subsidize individuals or student bodies to gain experience in organizing and taking part in an array of activities.

Types of activities to be subsidized include international activities (e.g. competitions, talks and seminars), short-term overseas exchange programmes (**excluding one-semester/one-year exchange programmes**), study trips, courses, annual performances and community services. The College hopes that these activities can enable students to learn different culture of places worldwide, deepen their mutual understanding, enrich their experience and facilitate exchange between universities.

Application Procedures

1. Applications can be submitted by students of New Asia College or student bodies under the College according to the following timeframe for activities in 2019/2020:

Application deadline	Date of announcement of application results	
1 st Round: 31 May 2019	Mid/late June 2019	The College will notify applicants by email that the results have been released. Applicants shall collect the original copy of the notification letter from the Dean of Students' Office then.
2 nd Round: 30 August 2019	Mid/late September 2019	
3 rd Round: 31 October 2019	Mid/late November 2019	
4 th Round: 31 January 2020	Mid/late February 2020	
5 th Round: 31 March 2020	Mid/late April 2020	

2. Applicants can submit their application either as an individual or a group, but application shall be submitted **at least one month prior to the activity** (regardless of whether the applicant has been successfully enrolled by then). **Applicants MUST submit the application form and required documents to the Dean of Students' Office in person on or before the deadline.** Late applications will not be considered.
3. Applicants shall **submit the completed application form with the proposal of activity (stating all the details, including the showing of video(s) and offering/consumption of alcoholic beverages), budget and other relevant information (e.g. activity leaflet and proof of enrolment issued by the organizer).** In the case of a student society, all the submitted documents shall be **sealed with the society's chop.** The College may interview the applicant if necessary.

Responsibilities of Grantees

For subsidized activities, grantees shall submit the following items **within one month of the date on the notification letter, or within one month upon completion of the activity, whichever is later** (in the case of a student society, all the submitted documents shall be **sealed with the society's chop**):

1. A 800 to 1,000-word activity report (either in Chinese or English) and two to four photographs (both soft and hard copies of the report and photos are required; each photo should be of 1MB or above) for the College's retention or publication.
2. A financial report (in the case of student organizations, the financial report shall bear the full name and signature of both the Chairperson and the Treasurer) and all relevant receipts (please provide original copies; for airfare, please provide the receipts and the boarding passes; if the receipts concern lucky draws, original acknowledgements of receipt shall be provided, with the recipients' signature; in the case of souvenir, the list of recipients shall be provided) for the College to disburse the subsidy to grantees. Late submission of receipts may result in cancellation of the approved subsidy.

Notes:

1. **Students who will take part in overseas trips in summer for academic/learning purposes, such as attending courses (including summer-school courses) and clinical attachments/placements; leadership training and cultural exchange programmes (including programmes for both cultural exchange and community service); conducting research; taking part in internships, etc., should apply for the "Student Study Trip Scheme" which subsidizes trips in the summer vacation (but final-year students are not eligible for the "Student Study Trip Scheme"). The Scheme is open for application in February to April every year. Applicants can apply for/will be allotted one type of College subsidy only for the same activity.**
2. Priority will be given to applicants who apply for the first time in the academic year (determined by the date of the activity).
3. Applicants should specify other source(s) of subsidy applied for and the amount (if any). False information may result in forfeiture of the subsidy. If a surplus is recorded or the activity has eventually received subsidy from other source(s), the applicant must inform the College and the College reserves the right to adjust or withdraw the subsidy.
4. The College will **partially subsidize** the activities only.
5. The approved subsidy must be disbursed to a bank account held by College students (in the case of joint account, at least one holder should be a College student).
6. Individual students and student societies are encouraged to clarify the rights and responsibilities with the service provider concerned to protect their interests, and such responsibilities shall be reasonably practicable.

Enquiries

Ms. Amy Yip, Dean of Students' Office (Tel.: 3943-1619; Email: amyyp@cuhk.edu.hk)

Dean of Students' Office, New Asia College

申請表Application Form1. 申請人/團體資料 Individual/Group's Information:

申請人姓名/申請團體名稱 Name of Individual/Group:

(中文 Chinese) _____

(英文 English) _____

學生證號碼 Student ID: _____ 主修/年級 Major/Year: _____

聯絡電話 Contact No.: (日間 Day) _____ (夜間 Night) _____

電郵地址 E-mail: _____

宿舍地址(如適用) Hostel Address (If applicable): _____

通訊地址 Mailing Address: _____

銀行戶口持有人姓名(英文) Name of Bank Account Holder (English): _____

(資助須存入新亞同學戶口; 如屬聯名戶口, 則至少一名持有人須為新亞同學 The subsidy must be disbursed to a bank account held by College students; in the case of joint account, at least one holder should be a College student)

銀行名稱 Name of Bank: _____

戶口號碼 Account No.: _____

負責同學資料 Student-in-Charge's Information:

負責同學姓名 Name of Student in Charge:

(中文 Chinese) _____ (英文 English) _____

聯絡電話 Contact No.: (日間 Day) _____ (夜間 Night) _____

電郵地址 E-mail: _____

2. 活動資料 Activity's Information:

活動名稱 Name of Activity: _____

主辦單位 Organizer: _____

舉行地點 Location: _____ 日期 Date: _____

活動目的 Objective of Activity: _____

(可另紙填寫 Applicants can attach separate sheets)

活動參加人數 Number of Participants: _____

活動性質 Nature of Activity:

 國際性活動/比賽 International Activity/Competition 交流活動 Exchange Programme 學習/考察團 Study/Field Trip 參與研討會 Seminar 周年表演 Annual Performance 修讀課程 Course 社區服務 Community Service 其他 Others (請說明 Please specify: _____)

預算支出 Estimated Expenditure: _____ 預算收入 Estimated Income: _____

(請附上活動財政預算 Please attach budget of activity)

有否就是項活動申請其他資助 Application for Other Source(s) of Subsidy: 沒有 No 有 Yes**(不論申請是否已有結果 Regardless of whether application results have been released)**

(請說明資助來源及金額 Please specify source(s) of subsidy and amount: _____)

擬申請書院資助金額 Amount Applied from College: _____

申請人簽署 Applicant's Signature: _____ 日期 Date: _____

只供輔導處填寫 Official Use Only

建議資助金額 Recommended Amount: _____ 獲批資助金額 Approved Amount: _____

備註 Remarks: _____ 輔導長簽署 Dean of Students' Signature: _____