



[Applicable to proposed student societies only]

Application for Setting up a Student Society and OUHK Recognition

Activity Funding Year: 2019

Notes:

1. This form should be completed by the key office-bearers of a student group wishing to set up a Student Society with OUHK recognition. Please read the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition in completing the form. Proposed societies should fulfill the requirements for recognition as stipulated in the Manual of Student Organisations.
2. Use a separate sheet if necessary.
3. This application for establishment and recognition will be considered by the Committee on Student Affairs (CSA). Student Affairs Office (SAO) may contact the key office-bearers for further details to facilitate consideration. Final decision rests with the CSA.
4. Recognition status of Student Societies will be subject to annual review and assessment.
5. For enquiries, please contact the Student Affairs Office, Ho Man Tin, Kowloon.
Tel: 2768 6634 Fax : 8148 3376 Email: sao@ouhk.edu.hk

1. Details of the Student Society

1. Name (in English): _____
(in Chinese): _____
2. Email Address: _____
3. Website/ facebook: _____
4. Term of office: From _____ (dd/mm/yy) To _____ (dd/mm/yy)
5. Classification of student society: *Programme-related Non-programme related
** Once your society has chosen to be a programme-related society, your society has obligations for school events (e.g. attending various consultative committees, promotion of school events, etc.)*



Name of School School's endorsement Signature and name of Adviser Date

6. Consent to be an adviser of a Student Society:

I, the undersigned, agree to be an adviser of this Student Society for the term of office from _____(dd/mm/yy) to _____(dd/mm/yy).

Signature Name and position in OUHK Date

7. Sponsorship (if any): No, we will not receive any sponsorship/ donation in the current Activity Funding Year.
 Yes, we will receive sponsorship/ donation with details as follows:
 Cash donation \$ _____
 Gifts in kind valued at \$ _____, please specify: _____
 Others, please specify: _____

Name of Sponsor: _____

8. To your knowledge, is there any other similar existing Student Societies? If yes, please provide justification to differentiate your proposed society with the existing society. Please use a supplementary sheet to answer for insufficient space.

2. Objective(s) of the proposed Student Society:

3. General benefits to students, the University and the community (please use a supplementary sheet to answer for insufficient spaces)

4. Draft Constitution

Please submit a draft constitution **as attachment** together with this application form.

5. Contact details of major office-bearers of the proposed Student Society (According to the organisation structure stipulated in the Consitution):

(Please include at least 'Chairman', 'Internal Vice Chairman', 'Treasurer' and 'Secretary' who are the key office-bearers.)

Position	Name (in English)	Name (in Chinese)	Student No.	Phone No. and Email Address	Relevant expertise/ experience
1. Chairman*					
2. Internal Vice Chairman*					
3. Treasurer*					
4. Secretary *					
5.					
6.					
7.					
8.					
9.					
10.					

* Key office-bearers

Note: All the office-bearers should be active OUHK students studying one or more credit bearing course during the Activity Funding Year.

6. Membership list (For Non-programme related societies) (to be verified by the Chairman and Treasurer)

Total no. of members since establishment: _____

Please refer to **Appendix 1**

7. Year Plan of the coming year (2019-2020)

*Please add rows if necessary.

Name of Proposed activity	Proposed Date	Objective(s)	Target	Expected no. of participants

8. Annual Activity budget plan

*Please add rows if necessary.

Income			
<u>Items</u>	<u>Details</u>	<u>Estimated Income</u>	<u>Subtotal</u>
1) Membership fee			
2) Subsidy from CSA			
3) Participant's fee			
4) Sponsorship / Donation			
Total income:			

Expenditure			
Items*	Details	Estimated Income	Subtotal
1) Activity 1:			
2) Activity 2:			
3) Activity 3:			
4) General expenditure			
Total expenditure:			
Balance:			

* Please indicate which items are supported by CSA.

9. Signature Specimen of the two designated office-bearers

If the application of setting up a society is successful, the following two designated office-bearers (normally referring to Chairman and Treasurer) will be responsible to handle and verify all the receipts for reimbursement purposes.

Designated office-bearer 1			
_____	_____		
Signature		Name	
_____	_____		
Position		Date	
Designated office-bearer 2			
_____	_____		
Signature		Name	
_____	_____		
Position		Date	

11. Declaration

We, the undersigned, being the key office-bearers of the proposed Student Society above, declare that the information provided in and attached with this application form is accurate to the best of our knowledge. We understand and accept the requirements and conditions listed in the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition.

Name of Chairman

Signature

Date

Name of Internal Vice Chairman

Signature

Date

Name of Treasurer

Signature

Date

Name of Secretary

Signature

Date

Name of Adviser

Signature

Date

- End -

Membership List (For Non-programme related societies)
Activity Funding Year: 2019

Notes:

1. This form should be completed and verified by the Chairman and Treasurer of a proposed Student Society. Please read the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition in completing the form.
2. All the office-bearers in Activity Funding Year and members of the Student Society are required to sign on this form.
3. Use a separate sheet if necessary.
4. The major category of membership should consist of OUHK credit-bearing students only, with at least 100 active students who are studying one or more credit-bearing courses in the current semester. If persons other than credit-bearing students are to be included, they should belong to a different category of membership, and their rights and responsibilities must be clearly specified.
5. For enquiries, please contact the Student Affairs Office, Ho Man Tin, Kowloon.

Tel: 2768 6634 Fax : 8148 3376 Email: sao@ouhk.edu.hk

Name of the Student Society: _____

The below list is updated on: _____

*Please add rows if necessary.

	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
15				
16				
17				
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Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
41				
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Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
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Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
93				
94				
95				
96				
97				
98				
99				
100				

Total no. of members this year: _____

Declaration (By Chairman and Treasurer):

We, the undersigned, declare that the information provided in and attached with this membership list is accurate to the best of our knowledge. We understand and accept the requirements and conditions listed in the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition.

Name of Chairman

Signature

Date

Name of Treasurer

Signature

Date

Name of Advisor

Signature

Date

- End -