



Application for Support and Funding for Student Activities (For proposed student societies)

Activity Funding Year: 2019

Notes:

1. This form should be completed by the Chairman/ President and Treasurer/ Financial Controller of a Proposed Student Society. Please read the Guidance Notes for Application for Support and Funding for Student Activities in completing the form.
2. The approved amount of funding and support is subject to the recognition of proposed student societies.
3. In case a society wishes to apply for funding and/ or support for more than one activity, application should be made for each activity. Each society can submit no more than fifteen applications in each year.
4. Students' Union shall not engage in any fund raising and sponsorship activity except with the written approval of OUHK.
5. Use a separate sheet if necessary.
6. This application for funding will be considered by the Committee on Student Affairs (CSA). Student Affairs Office (SAO) may contact the chairman or request further details to facilitate consideration. Final decision rests with the CSA.
7. Approval for funding may be provisional with specified conditions to be fulfilled by the Student Organisation.
8. For enquiries, please contact the SAO, The Open University of Hong Kong, Ho Man Tin, Kowloon.
Tel: 2768 6634 Fax : 8148 3376 Email: sao@ouhk.edu.hk

1. Details of the Student Organisation

1. Name of the Proposed Student Society: _____

2. Responsible Person for this activity: _____

Position	Name (in English)	Name (in Chinese)	Student No.	Phone No. and Email Address
Person-in-charge*				

* Must be one of the four key office-bearers (Chairman, Internal Vice Chairman, Treasurer and Secretary)

2. Details of the activity

1. Name: _____

2. Date: _____

3. Time: _____

4. Venue: _____

5. Format: Seminar Talk Workshop Training Course
 Exhibition Publication Competition Others, please specify _____

6. Expected no. of Participants: Total _____

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. Details of Speakers, if any: Name: _____ No. of Invited Speakers: _____

9. Name of Adviser, if any: _____

3. Budget of proposed activity

*Please add rows if necessary.

Income				
Items	Code	Details	Estimated Income	Sub-total
1) To be paid by society	A			
2) Subsidy from CSA	B			
3) Participant's fee	C	\$ _____ x _____ participants		
4) Sponsorship / Donation	D	Name of Sponsor: _____ Type of Sponsorship: <input type="checkbox"/> Cash <input type="checkbox"/> Gifts <input type="checkbox"/> Others, please specify: _____		
5) Others (please specify)	E			
Total Income:				

Expenditure				
Items	Source of Income	Details	Estimated Expenditure	Sub-total
1) Rentals for Venue at OUHK Campus	B	\$ _____ x _____ hours Room no.: _____ Capacity: _____ Purpose: <input type="checkbox"/> Meeting <input type="checkbox"/> Rehearsal <input type="checkbox"/> Event		
2)				
3)				
4)				
5)				
Total Expenditure:				
Total Balance:				

4. Declaration

We, the undersigned, being the chairman or treasurer 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 Support and Funding for Student Activities.

Signature

Signature

Name of Chairman

Name of Treasurer

Date

Attention

The Budget of General Expenditure, together with this application form would be considered by the CSA for any applications for Support and Funding for Student Activities.

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Notes:

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3. Use a separate sheet if necessary.
4. This application for funding will be considered by the Committee on Student Affairs (CSA). Student Affairs Office (SAO) may contact the chairman or request further details to facilitate consideration. Final decision rests with the CSA.
5. Approval for funding may be provisional with specified conditions to be fulfilled by the Student Society.
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Tel: 2768 6634 Fax : 8148 3376 Email: sao@ouhk.edu.hk

1. Details of the Student Society

1. Name of the Proposed Student Society: _____

2. Budget of General Expenditure (The below items should not be included in the proposed activity)

*Please add rows if necessary.

Expenditure				
Items	Source of Income (Code)	Details	Estimated Expenditure	Sub-total
1) Rentals for Venue at OUHK Campus	B	\$ _____ x _____ hours Room no.: _____ Capacity: _____ Purpose: <input type="checkbox"/> Meeting <input type="checkbox"/> Rehearsal <input type="checkbox"/> Event		
2) Banner/ pull-up stand				
3) First aid box				
4) Photos				
5) Printing				
6) Postage				
7) Stationery				
8) Practice items				
Total Expenditure:				

3. Declaration

We, the undersigned, being the chairman or treasurer of the 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 Support and Funding for Student Activities.

Signature_____
Signature_____
Name of Chairman_____
Name of Treasurer_____
Date**Attention**

The Budget of General Expenditure, together with this application form would be considered by the CSA for any applications for Support and Funding for Student Activities.