



**Report on Acceptance of Donation/ Sponsorship by Student Societies of the OUHK**

Notes:

1. This form is used for reporting to the Committee on Student Affairs (CSA) on donation/sponsorship received by Student Societies. Student societies are advised to refer to the 'Guidelines on Acceptance of Donation / Sponsorship by Student Societies of the OUHK' including Appendix I in handling of donations and sponsorship.
2. This form should be completed by the Chairman and Treasurer and submitted to the CSA within two months upon receipt of the donations/ sponsorship. Additional information can be provided on a separate sheet if necessary.
3. For activities that are sponsored or seeking funding support from the University, Student Societies should also report any donation / sponsorship received via online system "Societies Management System".
4. 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 Society**

1. Name of the Student Society: \_\_\_\_\_

2. Responsible Person for soliciting/ accepting the reported donation/ sponsorship

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 Donation/ Sponsorship**

1. Details of Sponsor: Name (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Address \_\_\_\_\_

2. Contact Person: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact No.: \_\_\_\_\_

3. Details of donation /  Cash Donation \$ \_\_\_\_\_

sponsorship:  Gifts in kind valued at \$ \_\_\_\_\_, please specify: \_\_\_\_\_

Others, please specify: \_\_\_\_\_

4. Date of receipt: \_\_\_\_\_ (Please provide a copy of the official receipt or acceptance letter concerned.)

5. Purpose of donation/ sponsorship: \_\_\_\_\_

\_\_\_\_\_  
(Please complete Part 3 to give details of the activity supported by the donation/ sponsorship.)

6. Condition of Sponsorship (if any):  No

Yes, please specify: \_\_\_\_\_

### 3. Details of activities supported by the Donation/ Sponsorship reported

1. Name: \_\_\_\_\_
2. Date: \_\_\_\_\_
3. Time: \_\_\_\_\_
4. Venue: \_\_\_\_\_
5. No. of Participants: \_\_\_\_\_
6. Format:             Seminar             Talk             Workshop             Training Course  
                          Exhibition             Publication             Competition             Others, please specify
7. Acknowledgment given to sponsor: \_\_\_\_\_  
\_\_\_\_\_

### 4. Declaration

We, the undersigned, being the chairman or treasurer of the Student Society above, declare that the information provided in and attached with this report is accurate to the best of our knowledge. We understand and accept the requirements and conditions listed in the Guidelines on Acceptance of Donation / Sponsorship by Student Societies of the OUHK.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Society Chop

\_\_\_\_\_  
Name of Chairman

\_\_\_\_\_  
Name of Treasurer

\_\_\_\_\_  
Date