

Student Activities Fund Application Guidelines

Objectives

1. The Student Activities Fund aims to encourage students to organize student-related activities and recognize students who have attained significant achievements in external competitions.
2. The ultimate goals of the Fund are to promote all-round development among the students, encourage them to develop their talents and potentials through the participation in student activities.

Eligibility

3. All full-time students of Tung Wah College as individuals/groups who wish to organise student-related activity or have received award(s) in competitions organized by external parties (institution/agency that is either internationally recognized or generally recognized by the local community or relevant professional body) are eligible to apply for the fund.

The Fund

4. The Student Affairs Office (SAO) will be responsible for the administration of the Fund.
5. The maximum amount of the Fund for each approved application is as follows:
 - a. **HK\$2,500** for student(s) who wish to organise student-related activity.
 - b. **HK\$2,500/person** (for individual application) or **HK\$4,000/group** (for group application) for student(s) who have received award(s) (except commendable award in recognition of participation) in “open” and “major” international/national/regional/local/inter-school/inter-institution competitions and having good recommendation/assessment by the organizing institution/agency or relevant organization on the capacity or talent. There is no limit to the number of students in a group and awardees will be awarded in the form of course coupons.
6. For student-related activity, common items that can be supported by the College are listed below for reference. Actual support will depend on the proposed details of the activity.
 - a. Sponsorship for entrance fee for sport competition/race.
 - b. Sponsorship for sport competition/activity outside Hong Kong.
 - c. Uniforms, restricted for competitions, visits outside Hong Kong and/or involving the representation of TWC externally. (Max. \$200 per set)
7. In case the applicant wishes to apply for funding for more than one activity, application should be made for each activity.

Assessment of Application

8. Assessment will be conducted by the SAO on the basis of:
 - a. Feasibility of the proposed budget;
 - b. Nature or objective of the student activity/the competition that the student(s) engaged in is relevant to the mission of the College, student society/group;
 - c. General benefits to participants, the College and the community;
 - d. Representativeness of participants; and
 - e. Past funding record and performance, if applicable.
9. Creative and meaningful activities which aim to enhance students' exposures and let students establish a strong connection with the College and the community are preferred.
10. The proposed activity should be non-profit making in nature and involve no business activity.
11. The SAO will make recommendations to the Scholarships, Bursaries and Awards Committee (SBAC) for approval if necessary.

Application and Administrative Procedure

12. Application are open throughout the academic year. Application forms, details of the student activity/supporting evidence of outstanding competition achievements shall be submitted to the SAO **at least four weeks** in advance of the activity either in person or by postal mail. Late or retrospective applications will not be considered.
13. Application form is obtainable at <http://www.twc.edu.hk/sao/publications-forms/publication-and-forms>.
14. Registered student societies under Students' Union should first apply for subsidy from the Students' Union. Their applications for the Student Activities Fund shall be endorsed by the Students' Union before submission to the SAO. The applicant shall be the leader of the proposed activity or an office-bearer of the society concerned.
15. The applicant must declare if applications for other source(s) of sponsorship has been submitted. No double sponsorship will be granted within the College.
16. Staff members of the SAO which has been given the responsibility of administering the fund may interview the applicant(s) to discuss the details of the student activity.
17. Applicants will be informed of the result and the amount of approved fund in writing by SAO within four weeks after the submission of application.
18. Approved fund will normally be passed to the individual/group on a reimbursement basis after the actual receipts are received and verified.
19. Should there be any changes in the proposed activity, prior approval from the SAO should be obtained.

20. Information collected in the application form will only be used for processing the application for the Student Activities Fund. The personal data/information will be treated with strict confidence and kept for a period of no more than four years under normal circumstances.
21. The College reserves the right to revise the guidelines and subsidy amount as appropriate without prior notice so as to safeguard the proper use of the College resources.

Obligation and Report

(For student-related activity)

22. Acknowledgements should be included in the publicity materials of the student activity. For example:
 - a. In English: “Sponsored by Tung Wah College Student Activities Fund”
 - b. In Chinese: “本活動由東華學院學生活動基金贊助”
23. All successful applicant must, within four weeks upon completion of the activity, submit the following documents to the SAO:
 - a. Evaluation report (a form available in SAO);
 - b. Attendance record of participants such as certificate of completion;
 - c. Promotional leaflets
 - d. At least 5 photos of event highlights and group photos for publication ***(in softcopy format via email; at least 1Mb or above of photo resolution and each photo must contain at least 50 words in English).***

Late submission would not be processed and no reimbursement would be made.

24. For registered student societies, the evaluation report must be signed by the President with the society stamp.
25. Upon the completion of student activity, applicant(s) may be invited to present their findings and outcomes to the TWC community and the wider public.