

TUNG WAH COLLEGE

Form/SAO 41b/201808

Student Affairs Office Student Activities Fund Application Form

Section A: Particulars of Activity Leader or Individual Applicant

Name
(Mr/Miss/Ms*) : _____ (_____) Student No.: _____
English Name in BLOCK letters Chinese Name

Programme of Study: _____ (Major: _____) Year of Study: _____

Name of Student Group/
Student Organization (if any): _____ Position: _____

Telephone No.: (Mobile) _____ (Home) _____

Email Address (non-TWC account): _____

**Delete as appropriate*

Section B: Details of the Student Activity

Name of the Activity: _____

Name of the Organizer:
(if any) _____

Nature: Social Sports Religious Community Service
 Others, please specify: _____

Format: Competition Publicity Publication Exhibition
 Fun Fair/Booth Workshop Others, please specify: _____

Aims/Objectives: _____

Achievements &
Selection Criteria:
(e.g. Certificate of completion,
prize, award obtained etc.) _____

Date of Activity
(DD/MM/YY) From ____/____/____ To ____/____/____ Destination/Venue: _____

Expected no. of participants: _____

Please "√" as appropriate

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Application Form

Section C : Financial Details of the Programme

Estimated Income

<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
1. Subsidy from TWC		
2. Subsidy from TWC Students' Union		
3. External Sponsorship/Donation#	Name of Sponsor: _____ Type of Sponsorship: <input type="checkbox"/> Cash <input type="checkbox"/> Gifts <input type="checkbox"/> Others, please specify: _____	
4. Others (please specify)		
	Total Income:	

Estimated Expenditure

<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
e.g. Participants' Fee / Others		
1.		
2.		
3.		
4.		
5.		
	Total Expenditure:	
	Total Balance:	

please give a detailed breakdown of the income and expenditure items & supporting proof for any source(s) of external sponsorship.

Section D: Additional Information

1. Recommendations – to be completed by the officer-in-charge of the nominating person/ organization/ (if any)

Name of the Nominating Person/ Organization: _____

Post: _____ Contact Tel. No.: _____

Email Address: _____

Comments on nominee(s): _____

Signature of Nominating Person: _____ Date: _____

2. Academic Performance

Applicant's CGPA in previous academic year#: _____

3. Academic Distinctions, Scholarship and Prizes received in the past 3 years# (if any)

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Evaluation Report

Section A: Particulars of Activity Leader or Individual Applicant

Name
(Mr/Miss/Ms*) : _____ (_____) Student No.: _____
English Name in BLOCK letters Chinese Name

Programme of Study: _____ (Major: _____) Year of Study: _____

Name of Student Group/
Student Organization (if any): _____ Position: _____

Telephone No.: (Mobile) _____ (Home) _____

Email Address (non-TWC account): _____

Student Organization/Student's Bank Account Holder's Name: _____

Student Organization/Student's Bank Account Number: _____ Name of Bank: _____
Bank Account Number#: _____
 Input into PowerCampus

**Delete as appropriate*

#Please be reminded to input the details of bank account into PowerCampus and provide the photocopy of bank account information.

Section B: Details of the Student Activity

Name of the Activity: _____

Name of the Organizer:
(if any) _____

Nature: Social Sports Religious Community Service
 Others, please specify: _____

Format: Seminar Competition Publicity Publication Exhibition
 Fun Fair/Booth Workshop Others, please specify: _____

Aims/Objectives: _____

Achievements &
Selection Criteria:
(e.g. Certificate of completion,
prize, award obtained etc.) _____

Date of Activity
(DD/MM/YY) From ____/____/____ To ____/____/____ Destination/Venue: _____

Actual no. of participants: _____

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Section C : Financial Details of the Programme

Income

<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
1. Subsidy from TWC Student Activities Fund		
2. Subsidy from TWC Students' Union		
3. External Sponsorship/Donation#	Name of Sponsor: _____ Type of Sponsorship: <input type="checkbox"/> Cash <input type="checkbox"/> Gifts <input type="checkbox"/> Others, please specify: _____	
4. Others (please specify)		
	Total Income:	

Expenditure

<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
e.g. Participants' Fee / Others		
1.		
2.		
3.		
4.		
5.		
	Total Expenditure:	
	Total Balance:	

Section D: Process Evaluation *(please answer all questions and each question must contain at least 50 words in English)*

1. Learning outcomes of the programme (objectives as per original application)

2. Obstacles encountered and attempt to overcome the problem

3. Areas for improvement

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Evaluation Report

Section E: Declaration

I/We, the undersigned, being the applicant/principal coordinator above, declare that the information provided in and attached with this evaluation report is accurate to the best of our knowledge. I/We understand and accept the requirements and conditions listed in the Application Guidelines for the Student Activities Fund.

Applicant / Principal Coordinator*

_____	_____	_____
Signature	Name	Date

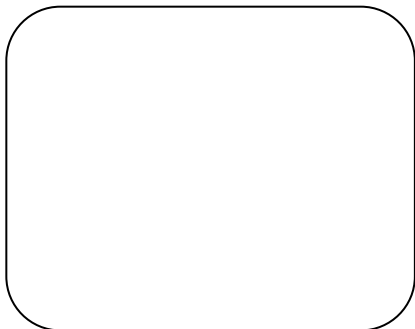
Treasurer of the Student Organization (if applicable)

_____	_____	_____
Signature	Name	Date

President of the Student Organization (if applicable)

_____	_____	_____
Signature	Name	Date

Student Organization's Chop (if applicable)



Students' Unions Chop (if applicable)

