

Wofoo Community Service Learning Foundation Fund
和富社會服務學習基金
Application Form

Important Notes:

- 1) Before completing this application form, please read through the Guidelines of Wofoo Community Service Learning Foundation Fund (Guideline/SAO 11/201808).
- 2) Submit the application with supporting documents to SAO before 30 October or 31 March.
- 3) Submit the evaluation report to SAO within ONE month upon completion of the activity.
- 4) For enquiries, please contact SAO (tel. 3190 6660 or email sao@twc.edu.hk).

Section A: Particulars of Activity Leaders or Individual Applicant

Project Title: _____

Name of Student Group (if any): _____

Coordinator and Members

Position	Name	Student ID.	Programme of Study	Phone No.
Principal Coordinator				
Members				

Section B: Details of the Project

Date(s): _____ Time: _____ Venue: _____

Objectives*:

Expected No. of Participants: _____ Expected No. of Helpers: _____

Service Target(s): Children Youths Parents Elderly Socially underprivileged Others, please specify: _____Format: Seminar Talk Workshop Training Course Exhibition Competition Publicity Publication Fun Fair / Booth Others, please specify: _____

*Please attach programme/proposal of the project.

Please "√" as appropriate.

Section C : Budget of the Project

Please list clearly and attach additional sheets if necessary

Income

<u>Items</u>	<u>Details</u>	<u>Amount (HK\$)</u>
Membership fee	_____ % of the total received membership fee	_____
Grant expected from TWC	_____	_____
Participants' fee (if any)	_____	_____
External Sponsorship (if any)*	_____	_____
Others (please specify)	_____	_____
Total Estimated Income		_____

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Student Affairs Office

Wofoo Community Service Learning Foundation Fund

和富社會服務學習基金

Application Form

Expenditure		
<u>Items</u>	<u>Details</u>	<u>Amount (HK\$)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Estimated Expenditure		_____

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

Section D: Declaration

We, the undersigned, being the principal coordinator 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 Application Guidelines for the Wofoo Community Service Learning Foundation Fund.

Principal Coordinator

Signature Name Date

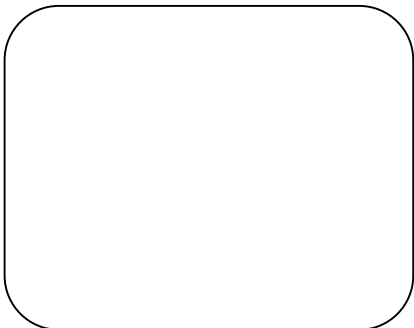
President of the Student Organisation (if applicable)

Signature Name Date

Treasurer of the Student Organisation (if applicable)

Signature Name Date

Student Organisation's Chop (if applicable)



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Wofoo Community Service Learning Foundation Fund

和富社會服務學習基金

Evaluation Report

(To be submitted to SAO within ONE month upon completion of the activity)

Section A: Particulars of Activity Leaders or Individual Applicant

Project Title: _____

Name of Student Group (if any): _____

Coordinator and Members

Position	Name	Student ID.	Programme of Study	Phone No.
Principal Coordinator				
Members				

Date(s): _____ Time: _____ Venue: _____

Objectives: _____

No. Of Participants/Helpers: _____

Service Target(s): Children Youths Parents Elderly Socially underprivileged
 Others, please specify: _____

Format Seminar Talk Workshop Training Course Exhibition
 Competition Publicity Publication Fun Fair / booth Others, please specify: _____

Please "√" as appropriate.

Section B: Process Evaluation

1. What were the expected outcome? (Objectives as per original application)

2. What were the results achieved? (e.g. no. of targeted participants and beneficiaries)

3. Preparation Works (e.g. manpower allocation, equipment allocation, etc.)

4. Recruitment and promotion

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Wofoo Community Service Learning Foundation Fund

和富社會服務學習基金

Evaluation Report

Section B: Process Evaluation (cond't)

5. Feedback by activity participants and beneficiaries (please attach the evaluation questionnaires, if any)

6. The obstacles encountered and attempts to overcome the problems, if any

7. Areas for improvements

Section C : Financial Report

Please list clearly and attach additional sheets if necessary

Income

<u>Items</u>	<u>Details</u>	<u>Amount (HK\$)</u>
Membership fee	_____ % of the total received membership fee	_____
Grant expected from TWC	_____	_____
Participants' fee (if any)	_____	_____
External Sponsorship (if any)*	_____	_____
Others (please specify)	_____	_____
	_____	_____
	_____	_____
		Total Income

Expenditure

<u>Items</u>	<u>Details</u>	<u>Amount (HK\$)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total Expenditure
		Total Balance

* Please provides all receipts for income and expenditure and arrange in order for verification.

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Student Affairs Office

Wofoo Community Service Learning Foundation Fund

和富社會服務學習基金

Evaluation Report

Section D: Declaration

We, the undersigned, being the principal coordinator 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 Application Guidelines for the Wofoo Community Service Learning Foundation Fund.

Principal Coordinator

Signature Name Date

President of the Student Organisation (if applicable)

Signature Name Date

Treasurer of the Student Organisation (if applicable)

Signature Name Date

Student Organisation's Chop (if applicable)

