

Section A: Particulars of 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 Organisation (if _____ Position: _____
any):

Student Organisation/Student's Bank Account Holder's Name
(Authorisation letter has to be provided if the bank account holder is not the applicant): _____

Student Organisation/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 Organiser:
(if any) _____

Nature of the Activity:

1. Study tours
2. Short-term exchange programmes
3. Conference attendance
4. Organising seminars/ training workshops/ forums
5. Academic activities organised by registered student organisations / Joint-society activity (with at least 3 student organisations)
6. Others, please specify: _____

Local
 Overseas

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

Service Target(s):
(if any) TWC Students Youth Children Elderly
 Others, please specify: _____

No. of participants: _____

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Section C : Financial Details of the Student Activity			
Estimated Income			For official use Approved Amount <i>Max. \$5,000/student</i>
<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>	
1. Reaching Out Award			\$
2. External Sponsorship/Donation#	Name of Sponsor: _____		\$
Total Income:			\$
Estimated Expenses			
<u>Items</u>	<u>Details (<i>Attach Supporting Documents</i>)</u>	<u>Sub-total (HK\$)</u>	
Study tours / Short-term exchange programmes			
1. Package Fee <i>(Please state which kind of items will be included in the package fee)</i>			<i>Up to 80% of the total cost</i> \$
2. Airfare - <i>at Economy Class Fare</i>			<i>Up to 80% of the total cost</i> \$
3. Train, Boat or Border Bus – <i>at Ordinary Class Fares</i>			\$
4. Accommodation			\$
5. Travel Insurance			\$
6. Travelling Expenses			\$
7. Other essential expenses, please specify:			\$
Conference attendance			
1. Registration Fee			<i>Up to 70% of registration fee for attending the conference without paper presentation</i> \$
2. Airfare - <i>at Economy Class Fare</i>			<i>Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day</i> \$
3. Accommodation			
Organising seminars/ training workshops/ forums			
1. Honorarium			<i>Honorarium: Max. \$3,000</i> \$

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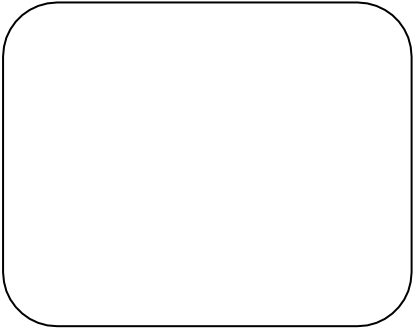
Academic activities organised by registered student organisations / Joint-society activity (with at least 3 student organisations)			
1.			Up to 80% of the total cost / Max. \$1,500 Max. \$3,000 (for Joint-society activity)
2.			\$
3.			\$
Others			
1.			\$
2.			\$
3.			\$
		Total Expenditure:	
		Total Balance:	

Section D: 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 Development Fund for Student Activities.

I/We understand that, if I'm/we're invited by SAO, I/we will become the trainee ambassador(s) of the programme "Tung Wah College Global Student Ambassador (TWCGSA)" upon receipt of the fund.

Applicant / Principal Coordinator*

Signature	Name	Date
President of the Student Organisation (if applicable)		
Signature	Name	Date
Student Organization's Chop (if applicable)		
		

**Delete as appropriate*

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**This page of evaluation report will be returned to the organiser as record.*

Name of applicant:	Name & Date of activity:
Student ID:	Name of organiser:

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

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

2. Preparation works (e.g. duration of preparation/ training, equipment for training, recruitment and promotion, etc.)

3. Obstacles encountered and attempt to overcome the problem

4. Areas for improvement