

### 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: \_\_\_\_\_

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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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**Student Affairs Office**  
**Student Development Fund**  
**Evaluation Report**

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

**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\***

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<b>Signature</b>	<b>Name</b>	<b>Date</b>
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**President of the Student Organisation (if applicable)**

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<b>Signature</b>	<b>Name</b>	<b>Date</b>
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**Student Organization's Chop (if applicable)**

*\*Delete as appropriate*

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**Student Development Fund**  
**Evaluation Report**

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

<b>Name of applicant:</b>	<b>Name &amp; Date of activity:</b>
<b>Student ID:</b>	<b>Name of organiser:</b>

**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**