

Student Activities Fund Application Guidelines

Objectives

1. The Student Activities Fund aims to encourage students to organise and/or participate in student-related activities that enrich students' life and take part in external competitions to realise students' potential.
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 and/or participate in student-related activity or take part in competitions organised by external parties (institution/agency that is either internationally recognised or generally recognised 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 amount of the Fund for each approved application is as follows:
 - a. Up to 50% of the total expenditure, or the deficit of the activity, or a maximum of **HK\$5,000/person** for individual student(s) or **HK\$8,000/group** for student group(s), whichever is lower, who:
 - wish to organise and/or participate in student-related activity;
 - take part in (except commendable award in recognition of participation) "open" and "major" international/national/regional/local/inter-school/inter-institution competitions and having good recommendation/assessment by the organising institution/agency or relevant organization on the capacity or talent.There is no limit to the number of students in a group.
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. Organisation of orientation camp/activities (one-off support per year for each student society)
 - b. Organisation of or participation in community service / service learning activities
 - c. Organisation of training/practices directly related to the mission of the student society
 - d. Organisation of performance to develop talents and engage students to create a vibrant campus
 - e. Sponsorship for entrance fee for competition directly related to the academic discipline of the student(s) or mission of the student society
 - f. Uniforms, restricted for competitions, visits outside Hong Kong and/or involving the representation of TWC externally (Max. \$200 per set) (one-off support for each student society)
7. In case the applicant wishes to apply for funding for more than one activity, application should be made for each activity.
8. As there is limited budget, the allocation of the fund is variable on a first-come, first-served basis.

Assessment of Application

9. 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;
 - c. General benefits to participants, the College and the community;
 - d. Representativeness of participants; and
 - e. Past funding record and performance, if applicable.
10. 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.
11. The proposed activity should be non-profit making in nature and involve no business activity.
12. The SAO will make recommendations to the Vice President (Administration & Development) for approval.

Application and Administrative Procedure

13. Applications are open throughout the academic year. Application forms, details of the student activity (e.g. proposal, programme rundown, budget breakdown, etc.) / supporting evidence of outstanding competition achievements shall be submitted to the SAO **at least one month** in advance of the activity either in person or by postal mail. Late or retrospective applications will not be considered. Incomplete applications will NOT be considered unless supporting document and a duly completed application form could be submitted before an extended deadline set out by SAO.
14. Application form is obtainable at https://www.twc.edu.hk/en/Administration_Units/sao/publications-and-forms.
15. All registered student societies under SAO are eligible for applications. The applicant shall be the leader of the proposed activity or an office-bearer of the society concerned.
16. The applicant must declare if applications for other source(s) of sponsorship has been submitted. No double sponsorship will be granted within the College.
17. 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.
18. Applicants will be informed of the result and the amount of approved fund in writing by SAO within one month after the submission of application.
19. Approved fund will normally be passed to the individual/group on a reimbursement basis after the actual receipts are received and verified.
20. Should there be any changes in the proposed activity, prior approval from the SAO should be obtained.
21. 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.
22. 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

23. 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”
24. All successful applicant must, within one month upon completion of the activity, submit the following documents to the SAO:
 - a. Evaluation report (Form/SAO 41c/202310);
 - b. Attendance record of participants such as certificate of completion;
 - c. Promotional leaflets
 - d. Photocopy of bank account details (i.e. ATM card copy or the front page of bank book)
 - e. Official receipts with company/organisation’s chop
 - f. At least 5 photos of event highlights and group photos for publication (*in softcopy format via email; at least 1Mb or above of file size and each photo caption must contain at least 20 - 30 words in English*).

Late and incomplete submission will NOT be processed and no reimbursement will be made.

25. For registered student societies, the evaluation report must be signed by the President with the society stamp.
26. 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.
27. Applicant(s) who received the fund, and is/are invited by the SAO, would become the trainee ambassador(s) of the programme “Tung Wah College Global Student Ambassador (TWCGSA)”, that commit to be an ambassador of the College.