

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 Organisation (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 Organiser:
(if any) _____

Nature: Social Sports Religious Community Service/Service Learning Orientation
 Talent Development Others, please specify: _____

Format: Competition Publicity Publication Exhibition Fun Fair/Booth Workshop
 Seminar Camp Training/Practice Performance Tour Visit
 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

Please provide activity rundown and proposal/programme details

TUNG WAH COLLEGE

Student Affairs Office

Student Activities Fund

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/ organisation/ (if any)

Name of the Nominating Person/ Organisation: _____

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)

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 Organisation (if any): _____ Position: _____

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

Email Address (non-TWC account): _____

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: Social Sports Religious Community Service/Service learning Orientation
 Talent Development Others, please specify: _____

Format: Competition Publicity Publication Exhibition Fun Fair/Booth Workshop
 Seminar Camp Training/Practice Performance Tour Visit
 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: _____

Please "√" as appropriate

TUNG WAH COLLEGE

Student Affairs Office

Student Activities Fund

Evaluation Report

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:	

Please provide supporting proof for any source(s) of external sponsorship.

For activity including income of participants fee, please provide a list of amount of fees received from each participant with Student Organisation's Chop (if applicable)

Section D: Process Evaluation <i>(please answer all questions and each question must contain at least 50 words in English)</i>
1. Learning outcomes of the programme (objectives as per original application)
2. Obstacles encountered and attempt to overcome the problem
3. Areas for improvement

