

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. External Sponsorship/Donation#	Name of Sponsor: _____ Type of Sponsorship: <input type="checkbox"/> Cash <input type="checkbox"/> Gifts <input type="checkbox"/> Others, please specify: _____	
3. 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 *(please answer all questions and each question must contain at least 50 words in English)*

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

2. Obstacles encountered and attempt to overcome the problem

3. Areas for improvement

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Section E: 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 Activities Fund.

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

Treasurer of the Student Organisation (if applicable)

Signature

Name

Date

President of the Student Organisation (if applicable)

Signature

Name

Date

Student Organisation's Chop (if applicable)

