



**TUNG WAH COLLEGE**

**Student Affairs Office**

**Guidelines for Student Society Contributions to Community Service Programme**

The Student Affairs Office (SAO) is responsible for managing both the TWC Community Service Programme (CSP) and the student societies affiliated with the SAO. The following guidelines outline the criteria for how contributions of the executive committee of each student society will count towards the Community Service Programme.

**1. Activity Duration**

The actual duration of each activity will be counted, with a maximum limit of 10 hours.

**2. Preparation Hours**

The number of preparation hours credited depends on the length of the conducted activity, with a maximum limit of 3 hours. The preparation hours will correspond to the same category as the activity conducted, as outlined in the table below:

<b>Length of Activity Conducted</b>	<b>Maximum CS Hours Granted for Preparation</b>
1 hour to 4 hours	1 hour
5 hours to 8 hours	2 hours
9 hours or more	3 hours

**3. Service Categories**

3.1 Activities will count towards College-based service when the immediate serving targets are TWC students and staff.

3.2 Activities will count towards Community-based service when conducted for the broader community outside of the college campus.

**4. Endorsement Requirement**

Student societies must obtain prior endorsement from the SAO before commencing any programme or service.

## **5. Exclusions**

Regular society meetings do not count towards the Community Service Programme.

For further clarification or assistance, please contact the SAO.

Student Affairs Office

3 April 2025