

**Student Development Services (SDS)
Student Life and Resources Section**

Activity Proposal Form
(For Student Organisations registered under SDS)
(Please type or write clearly in black.)

Notes to Student Organisers:

1. Personal data provided in this form will be used only for processing related administrative matters.
2. The completed form with supporting documents (if applicable) should be submitted to Student Development Services (6/F, Bank of China (HK) Complex, City University of Hong Kong) or emailed to sdssat@cityu.edu.hk 2 weeks in advance of starting the activity for the student organisations.
3. Any misrepresentation of information in the proposed activities may lead to the disqualification of the student organisations' renewal for a new term. The University reserves the right to terminate the term of student organisations if violation of regulations happens.

1. Information of the Activity Organisers			
Name of Organisation			
Supported by another department	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Department:
			Advisor Name:
			Email:
Person-in-charge	Student 1		Student 2
Full Name in English			
Full Name in Chinese (if any)			
Position in Organisation			
Student ID			
Email Address			
Contact No.			
Signature			
Stamp of Organisation and Date of submission			

2. Details of Activity				
Name of activity				
Is this activity included in the annual plan?		Yes / No		
Will sponsorship be solicited for the activity? (Student organisation are not allowed to seek sponsorship without obtaining SDS approval)		Yes / No (If applicable, please submit the Application Form for Accepting Sponsorship attached in the Appendix.)		
Objective of activity				
Date and time of activity		Frequency	<input type="checkbox"/> One-off <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Total number of sessions: _____
Activity nature <i>(please choose one by ticking(✓) the box)</i>	<input type="checkbox"/> Training/Workshop <input type="checkbox"/> Exhibition <input type="checkbox"/> Seminar/Talk <input type="checkbox"/> Competition	<input type="checkbox"/> Orientation (Including O-day/O-night/O-camp) <input type="checkbox"/> Performance <input type="checkbox"/> Ceremony	<input type="checkbox"/> Others (please specify): _____	
Mode of delivery (please circle)	Online/ Face to Face/ Hybrid	Activity venue		
Registration required	Yes / No	Admission fee per head	\$	
Expected number of participants	CityUHK Students			
	CityUHK Alumni			
	Non-CityUHK Students			
	External (please circle) Performer/ Speaker/ Judge/ Co-organizer/ Contestant/ Tutor/ Other: _____			
	Total			
Support from SDS (please indicate if needed)	<input type="checkbox"/> Display banner (max 6ft x 8ft)		Please contact the liaison officer to inquire about the availability of the banner location and send the draft of the banner for SDS's review before printing.	
	<input type="checkbox"/> Send mass email for publicity		Please also contact the liaison officer.	
	<input type="checkbox"/> Post poster on display boards/e-panels			
	<input type="checkbox"/> Reserve venue/classroom			
	<input type="checkbox"/> Prepare equipment		Please submit Student Activity Fund application before making any expenditures for the event.	
<input type="checkbox"/> Provide funding				

	<input type="checkbox"/> Arrange QR Code for campus access	Please submit required information at least three days before the event.
	<input type="checkbox"/> Other:	

3. Committees of Activity

	Name	SID	Email	Year of Study	Role in the activity
1					
2					
3					

4. Particulars of Activity (Please fill in either table A or B according to your activity duration/nature.)

Please add row(s) if necessary.

A. Proposed schedule for activities spanning multiple days (e.g O-camp, series of workshops)

Session 1/Day1	
Session 2/Day 2	
Session 3/Day 3	
Session 4/Day 4	

B. Proposed rundown for one-day activity (e.g. O-day/O-night)

Time	Rundown	Remark

5. Budget (Please add rows as necessary.)					
	Source of funding	Unit Price	Quantity	Subtotal	Source
1					
2					
3					
4					
				Total	
	Expenditure	Unit Price	Quantity	Subtotal	Source
1					
2					
3					
4					
				Total	

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Ref no.	Date received	Staff name	Signature	Remarks

Student Development Services (SDS) Student Life and Resources Section

Guidelines for Accepting Sponsorships **(For Student Organisations registered under SDS)**

The purpose of the Guidelines is to provide a framework and general guidance to student organisations at the University for accepting sponsorships.

1. Student organisations must follow the guidelines and apply to SDS 2 weeks in advance of the activities such as:
 - Receiving sponsorships, financial or in-kind support provided by individuals or organisations with the expectation of receiving recognition or benefits in return;
 - Placing advertisements, trademarks, marks, or phrases of external organisations, companies, or non-basic members on promotional materials.
2. Any student organisations requesting or receiving sponsorships must obtain written approval from SDS. No signed agreements with sponsors should be made before obtaining approval. Submission of the Application Form together with relevant supporting documents is required to prove compliance with the Guidelines. The supporting documents should include:
 - A copy of letter, email correspondence or screencap message on social media indicating the details about the kinds of sponsorship provided by the sponsor.
 - An approval record of the student organisations to list the committee members for reviewing with the approval date.
3. Sponsorships should come from reputable sources. Requesting or receiving sponsorships should not affect the reputation of the university and should not violate any regulations of the university and the laws of Hong Kong. Items such as smoking products, alcoholic beverages, betting, undesirable medical preparations and treatments etc., will be strictly prohibited, as well as offensive, obscene and indecent items.
4. Sponsorships primarily driven by commercial purposes that overshadow the purpose of the activities will not be accepted. All student organisations should not include the brand or product of the donor or sponsor in the name of their activities.
5. All student organisations should not place any promotional items from sponsors that are not related to the activities anywhere. Even by means of words, sound effects (including music) and/or of visual presentation and whether in the form of direct announcements, slogans, descriptions. Any promotional reference to any products or services are prohibited at the university.
6. The contribution of sponsors and limitations are required to be observed and a formal written understanding/agreement should be drafted for signing. Campus resources or manpower should not be involved in the conditions for obtaining sponsorships. Student organisations should be aware of the legal consequences of breaching or failing to fulfil the understanding/agreement.
7. Student organisations should be prudent in handling personal data in the activities of sponsorships. Student organisations should declare the purpose and obtain consent when collecting, using, or disclosing personal information.
8. If sponsors require pictures/videos to show students using their products, clauses should be mentioned to protect students. For example, “the pictures/videos are for the use of _____ only” and “_____needs to obtain permissions from individual students if they want to use the respective pictures for any other usages”.



**Student Development Services (SDS)
Student Life and Resources Section**

**Application for Accepting Sponsorship
(For Student Organisations registered under SDS)**

Application Form

(Please type or write clearly in black.)

Notes to applicants:

1. Please read the Guidelines for Accepting Sponsorships before completing the application form.
2. Personal data provided in this form will be used only for processing the application and related administrative matters. The Application Form will be kept for one year after submission and will be deleted and destroyed (digital or paper records) afterward without further notice.
3. The completed form with additional information (if applicable) should be submitted to Student Development Services (6/F, Bank of China (HK) Complex, City University of Hong Kong) or email to sdssat@cityu.edu.hk 2 weeks in advance for approval of accepting sponsorship.

PART I- Details of the Student Organisations

Name of the Student Organisations: _____

Responsible Person (i.e. The Applicant)

Name: (Mr./ Miss) _____

Student ID: _____

Position: _____

Contact No.: _____

Email Address: _____

PART II- Details of the Sponsorship

1 Name of the Sponsor: _____

2 Contact Person: _____ Title of the contact person: _____

Contact No.: _____

3 Details of the sponsorship:

Cash \$ _____ Samples: (please specify): _____

Other products(please specify): _____

4 Sample/ Product details:

Please add row(s) if necessary.

Item(s)	Quantity	Valuation

5 Acknowledgement given to the sponsor:

 Yes, please specify: _____

 No

6 Targeted recipients of the sponsorship(please state the total no.of recipients) : _____

PART III- Declaration

- I have read and complied all the Application Guidelines for Accepting Sponsorships. I hereby declare that the information provided in this form is true and accurate.
- I have discussed the sponsorship with the committee in my organisation on the above application.
- I hereby declare that I and my organisation have no conflicts of interest in relation to the contact person/company of sponsorship in accordance with no conflict of interest stated in University Policies.
- OR**
- I wish to declare conflicts of interest: *contact person/company of sponsorship with *who/which I and my organisation have official dealings, the relationship with the *contact person/company.

Signature of Applicant

Name:

Title:

Signature of Student

Organisation Approver

Name:

Title:

Stamp of Student

Organisation

(if applicable)

Date

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	Assessment Areas	Complied
1	Sponsorship comes from reputable sources.	
2	Acceptance of this application does not violate the regulations and affect the reputation of the university.	
3	The items from sponsor are not harmful to students or student organisations. (If applicable)	
4	There are no legal responsibilities for students, student organisations and the university to bear.	
5	The conditions made by sponsors are achievable for student organisations.	
6	The student organisation has related experience in accepting sponsorships.	
7	Responsible staff would recommend the application.	
8	Responsible staff has no conflict of interest in relation to the contact person of sponsorship and this application.	
9	Other comments:	

Signature of Responsible SDS Staff

Date

Name: