

Hong Kong Baptist University
Faculty of Social Sciences
Student Society Activity Fund AY2019/20

Application Form

Notes

1. Please read the application guidelines carefully before **TYPING in** the form **in English** accurately (Section A and B) and **PRINT** clearly, handwriting is not acceptable.
2. **Section A and B** of this form is to be completed by the applicant who must carry an official position as one of the office-bearers of the academic society and the activity-in-charge at the same time.
3. The completed form together with **relevant supporting documents** should be submitted to the Faculty Office of Social Sciences (AAB 1325, BUR Campus) **in person/by email at least 6 weeks prior to the start of the activity.**
4. Retrospective or Incomplete application will NOT be considered.
5. More than one applications submitted with same activity proposal stated in Section B of this form will NOT be approved.
6. The information provided hereunder will be used for processing your application and will be presented to the Faculty for consideration and deliberation.
7. Application result will be announced via HKBU email of the Applicant and the President of Society within 6 weeks after the submission of application.

SECTION A: Information of Society / Applicant

Name of Society

In English _____
In Chinese _____

President of Society

Name (English) _____ (Chinese) _____ Student No. _____

Details of Applicant

Name (English) _____ (Chinese) _____ Student No. _____
Position in Society _____ Mobile No. _____

SECTION B: Proposal of Activity

1. Name of Activity

In English _____
In Chinese _____

2. Type of Activity (please ✓ as appropriate)

- Conference Seminar / Talk Workshop
 Forum Others (please specify) _____

3. Date of Activity

From to (YYYY/MM/DD) No. of days

4. Location / Venue

5. **Objectives of Activity**

--

6. **Estimated Number of Participants**

HKBU students	
HKBU staff	
Outsiders	
Total	

7. **Activity Rundown / Schedule** *(Use separate sheets if necessary)*

Date (YYYY/MM/DD)	Description

8. **Detailed Budget with breakdown and supporting documents**

Please give a detailed breakdown items with the quotations/supporting documents and mark the relevant Appendix no. on each of the separate sheet.

Income (e.g. other sources of subsidies, fees from participants)			
Item	Description	Estimated Amount (HK\$)	(Appendix No.)
	Total		
Expenditure			
Item	Description	Estimated Amount (HK\$)	(Appendix No.)
	Total		

9. **Additional Information** *(Please use separate sheet, if necessary)*

10. **Quotations and Supporting Documents**

To facilitate the vetting and processing of the application, please attach the following supporting documents together with this application *(please ✓ as appropriate)*:

- Quotations for expenditure items (e.g. printing publicity) listed on Point 8
- Supporting documents that provide details about the activity

11. **Bank Account for Reimbursement**

Please provide the official society's bank account information for reimbursement of successful application.

Bank _____

Bank Account Name _____

Account No. _____

12. **Declaration**

I acknowledge that I have read the application guidelines and agree to abide by them if successful in this application and declare that all information provided in this application form is true and accurate. I will inform the Faculty of Social Sciences immediately whenever differences arise after the submission of the form. I understand that the information provided will be used for matters related to the administration of the Student Society Activity Fund. I will be in-charge of the activity and will be the contact person for all further matters relating to the activity.

Signature of Applicant	Date
Signature of President	Official Chop of Society
	Date

For Office Use				
Received on:		Checked on:		1 st Application: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last application Ref. No.		Available balance for funding (HK\$)		

