

**Hong Kong Baptist University**  
**Faculty of Social Sciences**  
**Student Society Activity Fund AY2018/19**

**Application Form**

**Notes**

1. Please read the application guidelines carefully before filling out this form **in English** and please print clearly.
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**

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6. **Estimated Number of Participants**

HKBU students	
HKBU staff	
Outsiders	
<b>Total</b>	

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)
	<b>Total</b>		
Expenditure			
Item	Description	Estimated Amount (HK\$)	(Appendix)
	<b>Total</b>		

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

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

### SECTION C: Approval (For Office use)

- Approval / disapproval of applications should be completed by the Faculty Office.
- Applicant / President of Society should sign to indicate acceptance / refusal of the fund.

Ref. No.:

#### Part I: For Faculty Office

##### Applicant / President of Society

Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Student No. \_\_\_\_\_

Position in Society \_\_\_\_\_ Mobile No. \_\_\_\_\_

Name of Activity \_\_\_\_\_

Resolution:

Approved      Rate of support: \_\_\_\_\_ % based on the budget estimate of the application and up to HK\$ \_\_\_\_\_

Not approved

Remarks \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Associate Dean (Learning and Teaching)  
Faculty of Social Sciences

\_\_\_\_\_

\_\_\_\_\_

#### Part II: For Applicant

##### Acceptance / Refusal of Grant

I will  accept  decline the funding up to HK\$ \_\_\_\_\_ for the above-mentioned activity.  
(please refer to Part I above)

I state that, in case of acceptance, I will fulfil the obligations as stipulated in the policy guidelines on Student Society Activity Fund. I will submit all required materials to the Faculty of Social Sciences upon the completion of the activity and understand that the information provided would be used by the Faculty of Social Sciences for reimbursement, publicity and sharing purposes. I note that the reimbursement is based on the above-mentioned approved funding rate (%) of actual expenses of the activity up to the amount of approved funding.

Signature \_\_\_\_\_ Student No. \_\_\_\_\_

Name in block \_\_\_\_\_ Date \_\_\_\_\_

### SECTION D: Reimbursement (For Office use)

- The Applicant / President of Society should submit the activity report, photos, financial statement with original of official receipts together with the activity attendance record to the Faculty Office.
- The Faculty Office should check all the receipts and send them together with the completed Reimbursement Form to the Finance Office for reimbursement process.

##### Submission by Applicant

Report  Photos  Receipts  Attendance Record      Submitted on: \_\_\_\_\_ (YYYY/MM/DD)

Total Amount of reimbursement: HK\$ \_\_\_\_\_ Account code \_\_\_\_\_

Reimbursement Form No. \_\_\_\_\_ Date to Finance Office \_\_\_\_\_

##### Cheque Received by the Applicant

Cheque No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Society's Bank Account Name \_\_\_\_\_ A/C No. \_\_\_\_\_

Signature \_\_\_\_\_ Student No. \_\_\_\_\_

Name in block \_\_\_\_\_ Date \_\_\_\_\_