



**Student Affairs Office
Hong Kong Chu Hai College**

Application for Student Societies

A. Background

The College is committed to nurturing Chu Hai students who aspire to continuous self-improvement and maintain a positive attitude toward life. The Student Affairs Office (SAO) provides various platforms for students to enhance their skills through various diverse extracurricular experiences.

B. Eligibility

1. All student societies must be registered under the Student Affairs Office.
2. All student societies have to form a committee with at least 4 student members.
3. The society committee must include: one President, one Vice-President, at least one Secretary and at least one Treasurer.
4. Each student can only serve as the President / Vice President of one student society.
5. Student societies that receive funding from external organizations are excluded from school subsidy scheme.

C. Types of Activities

The following activities can be fully/partly sponsored by the SAO:

- Academic activities
- Cultural activities
- Social activities
- Sports activities
- Inter-institutional activities

D. Application Procedures

1. The Student Society Application Form and Student Society Year Proposal must be submitted to the SAO on or before 30th November each academic year. Late application will not be considered.
2. Applicants may be required to go through an interview process if deemed necessary.
3. Successful applicants are required to submit an activity report and financial statement for each activity to the SAO before the end of the academic year. Failure to submit these reports may result in the rejection of future applications.

E. Payment Arrangement

1. Each approved Student Society would normally be eligible for a total of HK\$5,000 subsidy from the College per year for organising student activities.
2. The subsidy amount may be adjusted according to the number of beneficiaries, uniqueness and creativity of the activity and track record of the applicants.
3. Amount of subsidy will be transferred to the account of the applicant by bank transfer.

F. Lockers

1. All student societies are eligible to apply for a locker located on the M Floor by paying a deposit of HK\$500.
2. Societies must return the lockers before the end of the Fall Semester in each academic year. Failure in doing so will be treated as a late return and the locker deposit will be deducted.



學生組織申請

A. 背景

香港珠海學院致力於培養具有不斷自我提升的志向和積極生活態度的學生。學生事務處提供不同的平台，讓學生們透過各種課外體驗來提升自己。

B. 資格

1. 所有學生組織須於學生事務處登記註冊。
2. 所有學生組織須要由最小 4 名學生組成委員會。
3. 委員會必須包括：一名主席、一名副主席、最少一名秘書及最少一名財務秘書
4. 每位學生只能成為一個組織的正/副主席。
5. 學生組織如有受校外組織或公司提供資助，院校將不會額外提供資助。

C. 活動類型

以下活動可由 SAO 全額/部分贊助：

- 學生學術活動
- 文化活動
- 社交活動
- 體育活動
- 校際活動。

D. 申請程序

1. 學生組織申請表及學生組織年度計劃書須於每年 11 月 30 日之前提交，如遲交將不予考慮。
2. 如有需要，申請人將被要求約見以取得更多相關資訊。
3. 成功申請後，學生組織完成每次活動後須要提交活動報告及財務報表。未能提交可能會導致後續申請被拒絕。

E. 資助安排

1. 一般情況下，每個學生組織每年均會獲得共 HK\$5,000 的學院資助以作活動開支。
2. 補貼金額或會根據受益人數、活動的獨特性和創造力以及申請人的過往記錄等作出調整。
3. 補助金額將透過銀行轉帳轉入申請人的帳戶。

F. 儲物櫃

1. 學生組織可依照程序申請儲物櫃，並須繳付按金 HK\$500。所有學生組織儲物櫃設立在 M 層。
2. 學生組織須於每年秋季學期完結以前歸還儲物櫃，逾期歸還將會依學生會儲物櫃規則扣除押金。