



Hong Kong Chu Hai College

Student Affairs Office

### Policy on Registration of Student Bodies

#### **A. Background**

The College is in a position to nurture Chu Hai students with the aspiration for continuous self-improvement and a positive attitude towards life. The Student Affairs Office provides different platforms for students to improve themselves through various outside classroom experiences. Joining student societies and arranging activities are part of the outside classroom learning. Some subsidy to student bodies or groups serves as an encouragement for the students to run activities to serve members of the Chu Hai community, and in return they learn how to work with others, develop their leadership and potentials.

#### **B. Eligibility**

1. All student societies successfully registered with the Student Affairs Office, including the student societies, departmental association and individual society; and must involve at least 4 committee members for the society.
2. Only one student can be appointed as the president/chairman of one student society.
3. The following activities can be fully/partly sponsored by the SAO: Student academic activities/cultural activities/social activities/sports activities/inter-institutional activities.
4. A proposal including list of members, position of members, list of events, purpose, and budget should be included in the submission.
5. Applicants will be invited to present their ideas to SAO staff. The proposal may be adjusted and advises will be given.
6. Successful applicants are required to submit an activity report and financial statement to the SAO before the academic year ends

#### **C. Application Procedures**

1. An application letter with the proposal and budget of the activity should be submitted to the Student Affairs Office (SAO) at least ONE month before the event takes place.
2. An application should be submitted from July to October each year.
3. Any activity has to be held during the academic year.
4. Applicants may be interviewed for further information if deemed necessary.
5. Upon receiving an application, the Student Affairs Office will process the application and inform the applicant of the preliminary result at least 10 working days.

#### **D. Payment Arrangement**

1. Successful applicants are required to submit an activity report and financial statement to the Student Affairs Office within 15 working days upon the completion of the activity. Late submission of the required documents may result in not being able to claim the approved subsidy
2. Subsidy will be reimbursed after the successful launch of the activity. Advance partial payment to successful applicants is feasible. The applicants should state their request at the proposal.

#### **E. Benefits of registered societies**

1. Amount of Subsidy will be determined upon the approved budget is available. Selection criteria:  
number  
of beneficiaries, uniqueness and creativity of the activity and track record of the applicants.
2. Booking of college facilities can be arranged 7 days prior to the student body functions
3. Use the name of the college to participate in external competitions
4. Guidance cooperation of staff in folding activities

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# 香港珠海學院

## 學生事務處

### 學生社團建立政策

#### **A. 背景**

學院有能力培養具有持續自我提升願望和積極生活態度的珠海學子。學生事務處為學生提供了各種課外經驗的平臺，幫助他們提高自己。加入學生社團和組織活動是課外學習的一部分。對學生團體或組織的一些津貼作為鼓勵，鼓勵學生開展為香港珠海學院社群服務的活動，同時他們也學會了與他人合作，發展自己的領導才能和潛力。

#### **B. 申請資格**

所有已成功在學生事務處註冊的學生社團，包括學生社團、系別協會和個人社團；學生社團必須至少有 4 名委員會成員。

每個學生社團只能指定一名社長/主席。

學生事務處可以完全或部分資助以下活動：學術活動/文化活動/社交活動/體育活動/校際活動。

提交的申請應包括成員名單、成員職位、活動清單、目的和預算。

申請人將被邀請向學生事務處工作人員展示他們的想法。申請書可能會進行調整，並提供建議。

成功的申請人需要在學年結束前向學生事務處提交活動報告和財務報表。

#### **C. 申請程式**

活動的申請信與活動的提案和預算應至少提前一個月提交給學生事務處。

每年的 7 月至 10 月期間提交申請。

活動必須在學年內進行。

如有需要，申請人可能需要接受面試以獲取更多資訊。

學生事務處收到申請後，將處理申請並在至少 10 個工作日內通知申請人初步結果。

#### **D. 報銷安排**

成功的申請人需要在活動結束後的 15 個工作日內向學生事務處提交活動報告和財務報表。逾期提交所需文檔可能導致無法領取批准的津貼。

津貼將在活動成功啟動後進行報銷。對成功的申請人進行預付部分款項是可行的。申請人應在提案中說明他們的要求。

### **E. 註冊社團的好處**

津貼金額將根據批准的預算確定。選擇標準包括受益人數、活動的獨特性和創造力以及申請人的記錄。

學生團體活動前可以提前 7 天安排預訂學院設施。

使用學院的名義參加外部比賽。

工作人員提供折疊活動的指導和合作。

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