

**UNITED COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG**

Guidelines for the Use of United College Social Fund 2022-2023

The “Social Fund” was set up with the aim of fostering personal interaction and strengthening contacts among teachers and students outside the classroom. The “Fund” is to support a teacher’s or staff member’s expenses when he or she takes a group of students out for meals and/or refreshments, both on or off campus for formal and non-formal academic and cultural activities in nature. A teacher or staff member affiliated with the College is allowed to take different groups of College students either from College general education courses or from other formal or informal classes and programmes out for the afore-mentioned purpose during the academic year.

1. The Fund is to be administered by the College Office.
2. The allowance is to cover meals and / or refreshments of the teacher or staff member and students for up to \$100 per person. The yearly budget for each teacher in 2022-2023 is:

Head / Associate Head / Dean of General Education / Dean of Students / College Secretary	\$5,000 each
Associate Dean of Students / Associate Dean of General Education	\$2,000 each
Course Supervisors of GEUC4011 *	\$2,000 each
Wardens of student hostels upon exhaustion of entertainment allowance	\$2,000 each
Wardens of Pak Chuen Hall & Ping Fan Hall	\$2,000 each
PE Teachers (restricted to UC students only)	\$2,000 each
Debate Team Warden (restricted to UC students only)	\$2,000 each
Leaders of Study Tours (Overseas Tour – Sydney / Utrecht)	\$4,000 each
Leaders of Study Tours (Overseas Tour)	\$2,000 each
Leaders of Study Tours (China / Taiwan Tour)	\$1,000 each
College Coordinators *	\$1,000 each
Senior College Development Officers / College Development Officers / Assistant College Development Officers / Assistant to College Head	\$3,500 each
Other teaching staff	\$1,000 each
Resident Tutors (with Wardens’ endorsement)	\$500 each

* Non-UC course supervisors of GEUC4011 or College Coordinator being nominated by his/her Department are also eligible for the Fund.
Non-academic staff of the University, except administrative and executive staff of the College Office and Dean of students Office, are NOT eligible for the Fund.

The maximum amount of each teacher is calculated on his/her capacity in the College, e.g., a teacher who is also a College Coordinator will be eligible for claiming:

As a College Coordinator	\$1,000
As a teacher:	<u>\$1,000</u>
Total:	\$2,000

3. As suggested by the Vice-Chancellor, teacher or staff members may include member’s spouse and dependent children, if any, in such lunch or dinner.
4. The Fund will also support inter-faculty dinners to be organized by the College in the coming academic year to encourage interaction between teachers and students of different faculties.
5. The Fund will sponsor students of other Colleges joining the meals/refreshments, but there should be at least 1 UC student in each gathering except for the PE teachers and Debate Team Warden.
6. The activities should be educational in nature, and the Fund will not support entertainment activities such as movies, unless the themes of the movies are related to the course taught by the teacher.
7. The teacher or staff member has to submit official receipts and list of names of students for reimbursement to Mr. Henry Cheung (Tel: 39437573), the College Dean of Students’ Office **on or before 15 June 2023**. Application for reimbursement should be made in a prescribed form downloadable from the College homepage (https://www.uc.cuhk.edu.hk/wp-content/uploads/Social_Fund/ApplicationForm202207-v2.pdf)
8. The guidelines will be reviewed by the College from time to time accordingly.