



S.H. Ho College Student Activity Fund (SAF)

Terms and Conditions

Notes: Terms and Condition were approved by Student Activity Funding Schemes Sub-Committee.

A) The Nature of Student Activity Fund (SAF)

1. The Student Activity Funding Schemes Sub-Committee is responsible for managing the Student Activity Fund (SAF). SHHO Students are encouraged to organize activities either as an individual or a group, in the following areas:
 - Community Services
 - Environmental Care
 - Healthy Living
 - Sports and Recreation
 - Cultural and Arts

2. Applications for the SAF are handled and approved by the Student Activity Funding Schemes Sub-Committee. Submitting an application automatically implies that the applicants agree to all the terms stated in this document, and accept the final decision made by the Student Activity Funding Schemes Sub-Committee, regardless of the outcome of the application.

3. Under all circumstances, the SAF subsidizes only the running cost and consumables required for the proposed activity. The following items, for example, are therefore not covered:
 - Personal items such as uniforms and sport gears
 - Equipment or fixed assets such as musical instruments, electronics, etc.
 - Banquet

4. Regarding the subsidy to meal and refreshment expenses, the applicant should provide significant justifications on the necessity for providing foods and drinks to the activity participants. And the per head expense should not be over HK\$50.00.

B) Application Details

5. The funding scheme is for all year-round applications
6. The eligibilities of applicants are:
 - (i) Student groups (70% of group members have to be SHHO students) or
 - (ii) Individual SHHO applicants are also eligible but subjected to funding availability, a higher priority will be given to group applicants (in (i))
7. The maximum amount that can be requested for each proposal is HK\$10,000 each year.
8. Applicant(s) has to submit the following documents to the Dean of Students' Office at least 30 days before the starting date of the proposed activity.
 - Student Activity Fund application form
 - Proposal on Activity, including
 1. Activity plan (including: date, time, format, targeting participant and other logistic arrangements)
 2. Potential contribution(s) to S.H. Ho College
 3. Financial plan of the activity
 4. Review of the activity in the past year (If necessary)
9. Applicants must apply for the Student Activity Fund before the event; any post-event application will not be considered.
10. When applying for the Student Activity Fund, applicants cannot apply for the College Students Cooperative Fund or other college funding supporting for the same event at the same time.
11. If any significant change has been made to the supported event, such as changing the date of the activity, the content of the activity, or the subsidized items, the applicants must provide a written request with justifications *prior* the event, to be re-evaluated by the Student Activity Funding Scheme Sub-committee. Failure to do so may result in a penalty (see part E).

C) Reimbursement

12. Subsidy will be provided in the form of reimbursements, and it cannot exceed the subsidized amount as approved by the Student Activity Funding Scheme Sub-committee. Successful applicants have to submit a post-activity financial

report, along with all the expenditure documents, within 30 days upon completion of the supported activity in order to request for reimbursement. The report must consist of:

- Report and self-evaluation of the activity
- Financial report of the activity held

D) Sponsorships:

13. Any student of the S. H. Ho College (hereinafter referred to as “SHHO student”) seeking external sponsorship(s) for any student activity that is financially supported by the S. H. Ho College and/or holds in areas inside the College must comply with the “*S.H. Ho College Guidelines on External Sponsorships for Student Activities*”(Please click the below link for the guidelines)
<https://drive.google.com/open?id=1Cg74sJPs7VtdgeVxFn02jNsBQDvwYBtz>

E) Procurement Guidelines:

14. Payments made before receiving the official approval of SAF will NOT be subsidized.
15. Any purchase more than HKD15,000 will require official quotations obtained through the college office.

F) Penalties Associated with Irresponsible Behaviors

16. The Student Activity Funding Scheme Sub-committee has considered the following behaviors as irresponsible:
- Fail to submit the post-event financial report on time without an acceptable explanation;
 - Knowingly withhold information or details in the Activity Proposal, the Budget Plan, or the post-event financial report;
 - Making any unauthorized change to the nature and content of the approved event.
17. Any irresponsible behavior that is deemed proven by the Student Activity Funding Scheme Sub-committee will result in revocation of the approved subsidy. The Applicants may have to return all the received subsidy. The success in applying for future funding will also be negatively affected.