

聯合書院岑才生學長計劃：2022 至 2023 黃鈺應學年

小組活動及申領活動贊助費指引

- 書院鼓勵小組自發舉行各類活動，以增加小組成員之間的互動和聯繫。活動形式及次數由組員共同協商。活動形式包括但不限於聚餐、遠足、本地文化導賞、參觀商業機構、義工服務等。 ****各組於籌劃活動時應留意疫情最新發展，並時刻注意個人衛生****
- 書院於每學年贊助最多兩次小組活動費用（上、下學期各一次），惟每次活動必須有最少兩名同組學長出席，贊助金額為每位小組成員上限港幣五十元，實報實銷。
- 申領小組活動贊助費程序：
 1. 小組委派一位成員代為處理，申請人必須保留單據正本，日後書院或需收回
 2. 填妥資助申請表，並於表格上提供退款途徑及資料：
 - (a) 填寫[網上資助申請表](#)；或
 - (b) [下載資助申請表](#)，並將單據、資助申請表連同兩至三張小組活動相片以下列方法交回學長計劃統籌委員會：
 - (i) 寄回聯合書院曾肇添樓二樓學生輔導處；或
 - (ii) 電郵至 chilliestam@cuhk.edu.hk；或
 - (iii) WhatsApp 至 3943-1948
 3. 上學期資助申請須於 2022 年 12 月 31 日或以前提交；
下學期資助申請則須於 2023 年 7 月 31 日或以前提交。逾期申請將不獲受理。

如有查詢，請聯絡書院學生輔導處譚卓雯女士 (3943-1948/ chilliestam@cuhk.edu.hk)。

2022 年 10 月

**United College Shum Choi Sang Mentorship Programme:
Year of Calvin Y Y Wong 2022-2023**

Group Activities Guidelines

- To strengthen the bonding among group members, the college encourages groups to organise different forms of group activities. For example, meal gathering, hiking, local cultural tour, visiting commercial organisations, voluntary work... *** Each group should be aware of latest pandemic situation when planning/organising group activities. Personal hygiene protocols should always be practiced.*
- The college will provide sponsorship (Max. HK\$50/head, reimbursed upon actual expenses) to group at most twice a year (once per term) after organising group activities. At least TWO mentors in the same group must be presented in group activities.
- Reimbursement Procedures:
 1. Please assign one representative to process the reimbursement. Original receipt must be kept. The college reserve right to request for the original receipt.
 2. Fill in the reimbursement form, indicating reimbursement method and information.
 - (a) Submit [Online Group Activities Sponsorship Reimbursement Form](#); OR
 - (b) [Download Reimbursement Form](#) and submit receipt, reimbursement form and 2-3 activities photos to Mentorship Coordinating Committee by the following method:
 - (i) Mail to Dean of Students' Office, 2/F Tsang Shiu Tim Building, United College; OR
 - (ii) Email to chilliestam@cuhk.edu.hk; OR
 - (iii) WhatsApp 3943-1948
 3. Submission Deadline (Overdue will not be accepted):
 - 1st Term: 31 December 2022
 - 2nd Term: 31 July 2023

For enquiries, please contact Miss Chillies Tam (3943-1948/ chilliestam@cuhk.edu.hk) of Dean of Students' Office, United College.

October 2022