

Administrative Procedures for Launching Fund-raising Activities

1. Activities are defined as fund-raising where student groups concerned obtain a net surplus through means other than those categorized below :
 - membership fee;
 - allocation of subsidy by the University; and
 - outside sponsorship.
2. No fund-raising activities other than those for the benefit of fellow students or charity purpose should be held.
3. The University should be informed through the Director of Student Affairs of any forms of fund-raising activities held.
4. Audited financial statements and activity reports should be submitted by the student groups concerned to the Students' Union or to the Director of Student Affairs for perusal.
5. Student groups are advised to pay attention to the following guidelines on fund-raising activities.
6. Let your potential donors/sponsors know the nature and objectives of the student body you belong to, the purpose of the fund-raising and the target amount to be raised.
7. Appoint an auditor, who should preferably be a member of teaching staff of the University, to examine the accounts.
8. Inform donors/sponsors the results of the fund-raising and on how the donations are used.
9. In case of change of plan, donors/sponsors should be reported and more importantly, consulted on the alternative use of funds. Where necessary, all donations should be returned to donors without delay.
10. In case of query, please contact the Office of Student Affairs.