For Office Use

Ref：＿＿＿＿＿＿＿＿＿＿

**Office of Student Affairs**

**Application Form for Student Activities Fund and Student Society Activities with ILP Units**

All applicants are recommended to go through the policies and guidelines of applying student activities fund and student society activities with ILP units before completing this application. They are available at: <http://www.ln.edu.hk/osa/amenities/saf> and <http://www.ln.edu.hk/osa/ilp/resources/application/society> .

**Important Notes to Applicants**

* Office of Student Affairs staff members will begin reviewing all the applications once reading the deadline. Applicants will be notified of their application status by email, directed to the address supplied on the application form (which must end in @LN.hk or @LN.edu.hk).
* Applicant(s) should submit all the required information as stated in the application before the closing date.
* If necessary, applicant(s) could be requested to produce additional information for the proposed activity(s) for approval by Office of Student Affairs. Failing which will result in disqualification of their application(s).
* All applications are subject to the approval of Office of Student Affairs.

**This application is for** (please tick the appropriate boxes)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **🞏** | **Student Activities Fund;**  Subsidy Applied For: HKD$   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |
| **🞏** | **Student Society Activities with ILP Units;**  🞏 Civic Education and Leadership Development: \_\_\_\_ unit(s)  🞏 Intellectual and Entrepreneurship Development: \_\_\_\_ unit(s)  🞏 Physical Fitness and Well-being: \_\_\_\_ unit(s) 🞏 Social and Emotional Well-being: \_\_\_\_ unit(s)  🞏 Aesthetic Development: \_\_\_\_ unit(s)  🞏 Residential Education: \_\_\_\_ unit(s) |
| **🞏** | **Learning Attributes (Maximum Three Attributes);**   |  |  |  | | --- | --- | --- | | 🞏 Entrepreneurship | 🞏 Leadership | 🞏 Language Enhancement | | 🞏 Well-being (Physical) | 🞏 Well-being (Mental) | 🞏 Technology Literacy | | 🞏 Cross-cultural Appreciation and Integration  🞏 Sustainability | | 🞏 Career Development | |

**Particulars of Applicant** (Programme In-charge)

Name of Society:

Student Name: Student ID:

Position held in Society: Mobile number:

Lingnan Email Address:

**Title of the Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (English) |  | | | |
| (中文) |  | | | |
|  | |  |  |  |
| Signature (PIC) | | Name in Full | Society Chop | Date |

|  |
| --- |
| **Personal Information Collection Statement**  1. The purpose of collecting personal data by means of this form is to process your application for the captioned.  2. In order to serve the specified purposes the personal data collected may be transferred to relevant units within the University for verification. All information provided and raw data will be destroyed by the end of academic year.  3. The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.  4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application will be void or delayed. Any misrepresentation or false information may be liable to disciplinary action by the University.  5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such requests, please contact Office of Student Affairs at 26167309. |

**Details of the Activity(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **SAF** | **ILP** |  |  |
| ✓ | ✓ | **Title of the Programme** | (English)  (中文) |
| ✓ | ✓ | **Start Date** |  |
| ✓ | ✓ | **End Date** |  |
| ✓ | ✓ | **Venue / Location** |  |
| X | ✓ | **Number of Sessions** |  |
| X | ✓ | **Contact Hours of Each Session** |  |
| X | ✓ | **Outline of Each Session** |  |
| ✓ | ✓ | **Expected Number of Target Participants** | LU Students: LU Staff:  Others (please specify): |
| ✓ | ✓ | **External Guests/Organisations:**  **(if any, please specify the names(s) of the guest(s) /organisation(s))** |  |
| ✓ | ✓ | **Objectives of Programme** |  |
| ✓ | ✓ | **Contents of Programme** |  |
| ✓ | ✓ | **Method of Achieving the Objectives** |  |
| ✓ | ✓ | **Benefits and Contributions to be Derived** |  |
| ✓ | ✓ | **🞏 A Detailed Programme Rundown / Itinerary** (Please tick if it is included in the proposal) | |
| X | ✓ | **🞏 Biography of Instructor(s) / Guest Speaker(s) / Invited Organisation(s)** (Please tick if it is included in the proposal) | |
| ✓ | ✓ | **🞏 Evaluation Method** (Please tick if it is included in the proposal) | |
| ✓ | ✓ | **🞏 Work Schedule** (Please tick if it is included in the proposal) | |
| ✓ | ✓ | **🞏 Contingency Plan** (Please tick if it is included in the proposal) | |
| ✓ | X | **🞏 Budget Including Expenditure and Income** (Applicants need to provide incomes including the subsidy expected from the University, your society, participants’ fee and other sources. Please tick if it is included in the proposal) | |

**Office of Student Affairs**

**Undertaking of Application for Student Activities Fund and Student Society Activities with ILP Units**

We, the applicants, are required to comply with the requirements of the Management Committee of Integrated Learning Programme and the Campus Life and Student Services Committee. We understand and agree the followings:

1. Our society should provide details about the programme for the University's consideration and record.
2. Our student society should ensure the programmes are free from offensive and indecent elements.
3. The applicants are reminded that they are subject to legal liability if the programme is of any indecency or adult materials and are exposed to student participants aged below 18.
4. No ILP units and subsidy will be granted to participants of the activity if we failed to submit the final evaluation and financial report within 1 month after completion of the activity.
5. If the proposed activity has been revised, we should seek the approval of the respective committees via Office of Student Affairs at least 1 week before the commencement of the activity.
6. If we cancel the activity, we will inform Office of Student Affairs immediately.
7. The University reserves the right to take disciplinary actions against the organiser and student(s) involved in any misconduct in the programmes.
8. The Management Committee of Integrated Learning Programme has the final right to decide whether to grant ILP units to participants of the activity, and subsidy allocation will be made at the discretion of the Campus Life and Student Services Committee.

|  |  |
| --- | --- |
| Title of the Programme: |  |
| Name of Applicant: |  |
| Position Held of the Applicant: |  |
| Name of Student Society: |  |
| Signature of Person In Charge: |  |
| Society Chop: |  |
| Date: |  |