

UNION FINANCE COMMITTEE
THE HONG KONG UNIVERSITY STUDENTS' UNION COUNCIL

APPLICATION FORM FOR FUND-RAISING FUNCTION

GUIDELINES

1. Applicant should submit this application form four weeks before the function to sufs@hku.hk OR the Union Office, together with the proposal for the function, annual financial budget, and the latest bank statement of the sub-organization with account balance.
2. Preparation or organization of function can only begin with the approval from Financial Secretary and Administrative Secretary, HKUSU.
3. A written consent will be sent to the applicant once it is approved.
4. A report with financial statement shall be submitted to sufs@hku.hk OR the Union Office within four weeks after the function.
5. Attach extra papers if needed.

SUB-ORGANIZATION'S INFORMATION

Name of Sub-organization:

Annual Membership Fee (Total): \$

Annual Membership Fee (per member): \$

Name of Bank Account:

FUNCTION

Name:

Aim:

Date:

Time:

Place:

Anticipated number of participants:

Nature of the Function (Form and Method):

Use of surplus (for donation, please state the recipient):

Any sales of equipment, services or consumable good involved:

CONTACT INFORMATION

Person-in-charge of the Function

Financial Secretary (or equivalent)

Name:

Name:

Contact No.:

Contact No.:

Email Address:

Email Address:

NOTES

The budget submitted should contain the following information:

1. Income
 - 1.1. Amount of grant expected from Union Fund
 - 1.2. Grant from HKU (e.g. CEDARS)
 - 1.3. Grant from External Parties
 - 1.4. Fee from participants
 - 1.5. Other
2. Expenditures
3. Balance

DATE OF APPLICATION (DD/MM/YY):

NAME OF APPLICANT:

POSITION:

SIGNATURE OF APPLICANT WITH SOCIETY STAMP

Approved by:

Financial Secretary, HKUSU

Administrative Secretary, HKUSU

Date: