

SAO Funding Scheme Application Form

- * Please complete all items consistently in either English or Chinese. Fill in 1 application form and 1 budget plan for each activity.
- Please note that handwritten forms will not be accepted.

	Part 1	l: F	unding	Info	rmation
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Apply funding in which Batch?	Batch of Year	
Apply funding in which Area?	☐ Student Activities ☐ Student Organization Support	☐ Student Exchange Activities☐ Specified Activities
Requested amount of funding	MOP	

Part 2: Basic Information

Name of Student Organization	(Chinese)	
	(English)	
Name of Applicant	(Chinese)	
	(English)	
Position		
Contacts	(Phone)	(Email)

Part 3: Activity Proposed

Activity Name	(Chinese)			
	(English)			
Type of Participants	☐ Organization N	Members Only	☐ All UM Stude	ents/Staff
	☐ Open to Public	:		
Expected Number of Participants				
Activity Date / Period				
Activity Venue				
Type of Activity	☐ Interest course	☐ Workshop/Training	☐ Lecture/Seminar	☐ Publication
(Choose 1 option)	☐ Film screening	☐ Performance	☐ Competition	☐ Sports competition
	☐ Orientation	☐ Visit/ Exchange	☐ Caring activities	☐ Sharing Session
	Festive Celebration	Others. Please state	e:	
Name(s) of Co-organizer(s)				
(if applicable)				
Nationality of guest(s) and performer(s)	☐ Local	☐ Non-local	☐ To be confirmed	d 🗆 N/A

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Part 4: Nature and Purpose of activity

Aim/mission/objectiv	we (in point form)		
<u> </u>	, , ,		
Summary of the activ	vity in not more than 200 words		
(Expectations, plant	ning and execution strategies a	re required to be included)	
1			
Part 5: Attachment			
_		Dundown / Trin Schodulo	□ Floor plan
Budget Plan (Compulsory)	Activity Proposal (Strongly Recommended)	☐ Rundown / Trip Schedule	☐ Floor plan
Guest List	Performer List	Others. Please State:	
Remarks: The finaliz	zed guest list, performer list, c	and activity rundown must	be submitted to
SAO for approval <u>at</u>	least 45 days in advance.		
Part 6: Signature of		· · · · · · · · · · · · · · · · · · ·	C.1. C.
(type the names of the st	tudent organization and applicant	ij you ful in the PDF version o	g inis form)
Date	Stamp of Stu	dent Organization	Signature

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