P-001/F/CKYC

**Part 1: Information of the Organizers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposal Prepared by |  | (Chinese) | Position | [ ]  RT[ ]  RA[ ]  HA |
|  | (English) |
| Co-organized by |  |
| Supervisor | [ ]  Dr. Qi Yaning [ ]  Dr. Li Wai Chung [ ]  Mr. Lantz Wu |
| Involvement of faculty members / College fellows?  | [ ]  Yes, name and faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [x]  No |

**Part 2: Information of the Activity**

|  |  |
| --- | --- |
| Name of the Activity (English)  |  |
| Name of the Activity (Chinese) |  |
| Type of Participants | [ ]  Floor Members (Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  All CKYC Members[ ]  All UM Students and Staff |
| Expected Number of Participants |  |
| Proposed Activity Schedule |  | (Date)  |
|  | (Time)  |
| Activity Venue |  |
| Risk Assessment  | [ ]  High Risk (Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  Low Risk |
| Application for PE Hours | [ ]  Yes (No. of PE hours proposed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  No |
| Nature of Activity | [ ]  Outdoor [ ]  Indoor |
| [ ]  Visit[ ]  Performance / Competition[ ]  Workshop / Lecture[ ]  Others (Please state: \_\_\_communication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

**Part 3: Activity Proposal**

3.1 Background, Content, and Details:

|  |
| --- |
|  |

3.2 Competencies related:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible Citizenship | Global Competitiveness | Knowledge Integration | Teamwork and Collaboration | Service and Leadership | Cultural Engagement | Healthy Lifestyle |
|[ ] [ ] [ ] [ ] [ ] [ ] [ ]

* 1. Objectives (in point form):

|  |  |
| --- | --- |
|  |  |

3.4 Rundown / Schedule:

|  |
| --- |
|  |

**Part 4: Budget**

[ ]  No subsidy requested.

[ ]  Budget needed. Please fill in the **APPENDIX**: **“Budget and Quotation Details”.**

|  |  |  |
| --- | --- | --- |
|  | **Submitted by (activity-in-charge):** | **Endorsed by (supervisor):**  |
| Signature  |  |  |
| Name |  |  |
| Date |  |  |

**APPENDIX: Budget and Quotation Details (***Please insert additional pages if necessary)*

1. **Budget Details** (please fill in the quotation details for each expenditure item below)

|  |  |
| --- | --- |
| **Expenditure Item**  | **Price (MOP / RMB)** |
| **1 (XXX)** |  |
| **2 (XXX)** |  |
| **3 (XXX)** |  |
| **4 (XXX)** |  |
| **4 (XXX)** |  |
| **TOTAL** |  |

1. **Quotation Details**

|  |
| --- |
| * Expenditure Item (1) : \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
* Selected supplier (Quotation #1): \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  | **Quotation # 1**  | **Quotation # 2**  | **Quotation # 3** |
| **Name of Suppliers**  |  | NA | NA |
| **Consultation method** | [ ] Verbal Consultation (e.g. phone call – phone no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ] Written Consultation (e.g. Email, Price on Website, Taobao/wechat messages etc. – please capture the image and input in the supporting info below)[ ] Exemption of Verbal/Written Consultation (reason(s):This supermarket is near the campus, in S8, we can buy and carry them to the College conveniently\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| **Supporting info for listed price** |  |  |   |
| **Unit Price (MOP/RMB)** |  |  |   |
| **Quantity**  |  |   |   |
| **Total Price (MOP/RMB)** |  |   |   |