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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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)** |  |  |  |