

聯合書院岑才生學長計劃：2024 至 2025 周陳文琬學年

小組活動及申領活動贊助費指引

- 書院鼓勵小組自發舉行各類活動，以增加小組成員之間的互動和聯繫。活動形式及次數由組員共同協商。活動形式包括但不限於聚餐、遠足、本地文化導賞、參觀商業機構、義工服務等。
- 書院於每學年贊助最多兩次小組活動費用（上、下學期各一次），惟每次活動必須有最少兩名同組學長出席，贊助金額為每位小組成員上限港幣五十元，實報實銷。
- 申領小組活動贊助費程序：
 1. 小組委派一位成員代為處理，申請人必須保留單據正本，日後書院或需收回。
 2. 填妥 [網上資助申請表](#)，並於表格上提供退款途徑及資料，連同兩至三張小組活動相片交回學長計劃統籌委員會。
 3. 上學期資助申請須於 2024 年 12 月 31 日或以前提交；
下學期資助申請則須於 2025 年 7 月 31 日或以前提交。逾期申請將不獲受理。

查詢： Ms Chillies Tam (3943-1948/ chilliestam@cuhk.edu.hk)
Ms Kate Chau (3943-7582/ katechau@cuhk.edu.hk)

2024 年 8 月

**United College Shum Choi Sang Mentorship Programme:
Year of Grace Chow 2024-2025**

Group Activities Guidelines

- To strengthen the bonding among group members, the college encourages groups to organise different forms of group activities. For example, meal gathering, hiking, local cultural tour, visiting commercial organisations, voluntary work...
- The college will provide sponsorship (Max. HK\$50/head, reimbursed upon actual expenses) to group at most twice a year (once per term) after organising group activities. At least TWO mentors in the same group must be presented in group activities.
- Reimbursement Procedures:
 1. Please assign one representative to process the reimbursement. Original receipt must be kept. The college reserve right to request for the original receipt.
 2. Fill in the reimbursement form, indicating reimbursement method and information.
 - (a) Submit [Online Group Activities Sponsorship Reimbursement Form](#), receipt, reimbursement form and 2-3 activities photos to Mentorship Coordinating Committee.
 3. Submission Deadline (Overdue will not be accepted):
1st Term: **31 December 2024**
2nd Term: **31 July 2025**

Enquiry: Ms Chillies Tam (3943-1948/ chilliestam@cuhk.edu.hk)
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August 2024