

Endorsement Application

The Provisional Executive Committee, HKUSTSU, 25th Session, 2017-2018

Types of Application & Required Documents

TYPE A: Booking of Venue outside HKUST

- ▶ Proposal in BOTH hard and soft copy

TYPE B: Fundraising charity functions within HKUST

- ▶ Proposal in BOTH hard and soft copy
- ▶ Copy of Approval letter issued by the charitable organization

Hard copy to **SU Mailbox #1** ;

Soft copy to **su_union@connect.ust.hk**

Items required in the Proposal:

- ▶ Name of ALL involved Organizers
- ▶ Date & Time
- ▶ Venue
- ▶ Objectives of the function
- ▶ Target Groups
- ▶ No of participants (if applicable)
- ▶ Promotion Method (if applicable)
- ▶ Program Rundown
- ▶ Financial Budget

Items required in the Proposal:

Person-in-charge:

- ▶ Name (as exactly on HKID card)
- ▶ Position held in respective society
- ▶ Student ID no.
- ▶ Hong Kong ID no.
- ▶ Mobile Phone no.
- ▶ HKUST e-mail.
- ▶ PIC Signature with Society's Stamp (in hard copy)

Upon completion of the Event

- ▶ Hand in Financial Report with valid receipt from the charitable organization to **SU Mailbox #1**
- ▶ Post notice to Public Notice Area AND send email announcement of
 1. Total amount of fund raised
 2. Total expenditure
 3. Total amount donated to charity

Issuance of Endorsement

- ▶ 5-7 days after submission of a **COMPLETE** proposal
- ▶ Deliver to affiliated societies' mailbox once ready

Contact

SU Office

- ▶ Location: LG 5313
- ▶ Email: su_union@connect.ust.hk

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