

Endorsement Application

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The Executive Committee, HKUSTSU

Endorsement Application

- 2 kinds of applications:
- To endorse affiliated societies for booking venue outside HKUST
- To endorse affiliated societies for holding a charity function involving fund-raising in HKUST

Procedure for venue booking outside HKUST

- Submit proposal of your function to The Executive Committee, HKUSTSU.
- Both hard copy and soft copy are required.
- Hard and soft copy should be sent to SU Ex-Co Mail Box #1 and SU Ex-Co e-mail account (su_union@ust.hk) respectively.

In the proposal, the following items should be included:

- 1. Name of Organizers: (write down all the organization involved, including affiliated societies themselves, if there are more than one)
- 2. Date:
- 3. Time:
- 4. Venue:
- 5. Objectives of the function:
- 6. Target Groups:
- 7. No of participants: (if applicable)
- 8. Promotion Method: (if applicable)
- 9. Program Rundown:

- 10. Financial Budget:
- 11. Person-in-charge: (please write the exact name on PIC HKID card):
- 12. PIC position in respective society:
- 13. PIC Student ID no.:
- 14. PIC Hong Kong ID no.:
- 15. PIC Mobile Phone no.:
- 16. PIC HKUST e-mail no.:
- 17. PIC Signature with Society Chop (in hard copy):

Procedure for holding a charity function involving fund-raising in HKUST

- Submit both hard copy and soft copy of proposal of the function to The Executive Committee, HKUSTSU.
- A copy of the approval letter from the respective charitable organization is also required.
- Hard and soft copies of documents should be sent to SU Ex-Co Mail Box #1 and SU Ex-Co e-mail account (su_union@ust.hk) respectively.

- Affiliated Societies shall submit the financial report with valid receipt from the charitable organization to the The Executive Committee, HKUSTSU after the function is organized.
- Affiliated Societies shall announce the results of total amount of fund raised, total expenditure and the total amount donated by broadcasting e-mail using the Affiliated Society e-mail account.
- The results should also be posted on Public Notice Area.

Issue of Endorsement

- Endorsement for the function will be issued on or after the fifth clear working day, after the submission of the proposal, provided that there is no amendments required to be made.
- Endorsement documents will be delivered to affiliated societies' Mail Box once they are ready.

Contact

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