

**Call for Wellness Programme Proposal -
Guidelines for Organizing Wellness for All Programme 2023-2024**

Objectives:

To invite enthusiastic individuals and student bodies in University to offer meaningful programmes, so as to spread the wellness messages.

The proposed programme should stick to the following criteria:

1. The content of programme should **meet the nature of wellness**, echoing the definition given by the US National Wellness Institute in particular to the aim of CityU's "Wellness For All" Campaign.

Wellness is multidimensional and holistic, encompassing lifestyle, mental and spiritual well-being, and the environment. (US National Wellness Institute)

"Wellness For All" is a continuous campaign in CityU campus. Its aim is to organize and promote wellness activities and encourage students and staff to adopt healthy lifestyle.

2. Programmes offered should be **non profit making** and on **voluntary basis**.
3. The time frame of programmes should fall in the period of **September 2023 - June 2024**.
4. Programme organizers should notify the participants about any potential risk of the activity.

Application Procedure:

1. Applicants are requested to submit a Wellness For All programme proposal (appendix 1) to the following recipients for the specified months.

Programme(s) to be conducted from	Deadline of proposal submission	Announcement of selected proposal
September 2023 – June 2024	At least 6 weeks prior to the event date	2 weeks post the proposal submission

Recipients:

Mr Sunny Chau
Advisor

Wellness for All Organizing Committee

Email: s.chau@cityu.edu.hk

Enquiry: 3442 8048

Ms Rebecca Lai
Chairperson

Wellness for All Organizing Committee

Email: soperlai@cityu.edu.hk

Enquiry: 3442 8053

2. Programme organizer/proposer may solicit subsidy from the Wellness for All Organizing Committee. The maximum amount of subsidy in general is \$5000 per activity, subject to the availability of the budget allocated.
3. Successful applicants must attend a briefing session for the important information of conducting the proposed programmes.
4. Programme organizer should hand in a **brief report** (appendix 2 to 5) to the Wellness For All Working Group **within two weeks** after the completion of programme. The report (with 5 photos should include the following items.
 - Programme summary, achievement, and financial statement of the activity
 - Participation record
 - Participant's feedback
 - Suggestion for further improvement from organizer
 - A1 size poster (both hardcopy and softcopy) with highlights of the event for exhibition use

5. Upon completion of the programme, the programme organizer / supervisor should prepare an Internal Memo together with all the original receipts to Finance Office(FO), Treasury for programme reimbursement via the Chairman/ Co-ordinator. The Chairman/ Co-ordinator will endorse the approved items and help sending the document to FO for reimbursement.

Remarks:

1. The Wellness for All Organizing Committee reserves all rights on the final decision in all matters pertaining the Programme.
2. From submitting proposal, each organizer/ proposer hereby grants to the Wellness for All Organizing Committee a non-exclusive, irrevocable, royalty-free, worldwide, perpetual, sublicensable and transferable license to use and exploit the Intellectual Property Rights subsisting in their respective materials.

V5 29 June 2023



Wellness for All 2023-2024 Programme Proposal

(Please submit to the Wellness for All Organizing Committee)

Name of Activity: _____ (活動名稱)

Name of Speaker: _____ (中文)

Date(s) & Time: _____ Venue: _____

Registration Required: Yes / No * (delete as appropriate) Fee (if any): \$ _____ / participant

Target Participants: _____ Estimated no. of Participants: _____

Name of Organizing Unit: _____ Contact Person: _____

E-mail Address: _____ Mobile No.: _____

Medium of Instruction: English / Cantonese / Putonghua

Activity Category: Talk / Workshop / Physical Activities / Exhibition & Promotion / Survey / Tournament / Assessment / Movie / Others:

Programme Focus: Physical / Social / Intellectual / Spiritual / Emotional / Environmental / Others:

Description of Proposal (Use a separate sheet if necessary)

Resource Requisition:

Estimated Budget: \$ _____ Other Subsidies Source: _____

Subsidy to be Requested from Wellness for All Organizing Committee: \$ _____

Name of Organizer/Proposer: _____ Signature: _____ Date: _____

Checked by: _____

Endorsed by: _____



Wellness for All 2023-2024 Programme Report

From: _____
(Name of Organizer/Proposer)

To: Wellness for All Organizing Committee

Name of the Activity: _____ (活動名稱)

Work Schedule:

Achievement: (reflection from participants should be included)

Financial Report: (original receipts should be attached)

Suggestion:

Prepared by: _____
(FULL NAME with signature)

Date: _____



Registration Form

Wellness for All Programme: _____ Date & Time: _____

Name	CityU ID No.	Name	CityU ID No.



Participation Record

Wellness for All Programme: _____ Date & Time: _____

CityU ID No.	CityU ID No.	CityU ID No.	CityU ID No.
1.	26.	51.	76.
2.	27.	52.	77.
3.	28.	53.	78.
4.	29.	54.	79.
5.	30.	55.	80.
6.	31.	56.	81.
7.	32.	57.	82.
8.	33.	58.	83.
9.	34.	59.	84.
10.	35.	60.	85.
11.	36.	61.	86.
12.	37.	62.	87.
13.	38.	63.	88.
14.	39.	64.	89.
15.	40.	65.	90.
16.	41.	66.	91.
17.	42.	67.	92.
18.	43.	68.	93.
19.	44.	69.	94.
20.	45.	70.	95.
21.	46.	71.	96.
22.	47.	72.	97.
23.	48.	73.	98.
24.	49.	74.	99.
25.	50.	75.	100.



Participant's Evaluation (Template)

參加者評議表 (樣本)

(Please feel free to modify the content as appropriate)

Name of Activity: _____ (活動名稱) _____

Thank you for your participation in the above Wellness Programme, for further improvement and programme evaluation, please spend a few minutes to answer the following questions.

Please ✓ the as appropriate. 請在適當的 內加上✓ 號。

1. Venue and Facilities 場地及設施

Excellent Good Fair Poor Very Poor
極好 好 一般 差 極差

2. Presentation of Speaker(s) / Instructor(s) 講者 / 教練 (們) 的演繹方式

Excellent Good Fair Poor Very Poor
極好 好 一般 差 極差

3. Programme / Activity Content 節目 / 活動的內容

Excellent Good Fair Poor Very Poor
極好 好 一般 差 極差

4. Overall Impression on the Programme / Activity 對該節目 / 活動的整體評價

Excellent Good Fair Poor Very Poor
極好 好 一般 差 極差

Other Feedback and Comment if any 其他回應及意見：

Participant's Name (optional): _____ Date: _____



**XXX 測試大挑戰 (XXX Challenge)
免責聲明及參加者同意書 (樣本)
Disclaimer (Sample)**

本人自願參加是次「XX 測試大挑戰」活動，並願意自行承擔一切意外風險及責任，亦無權向主辦單位提出索償或追討責任。

Participants take part in the event at their own risk, CityU and P.E. Section will bear no responsibilities or liabilities whatsoever for any accidents.

姓名 Name / CityU ID	簽名 Signature	姓名 Name / CityU ID	簽名 Signature
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

註：參加者請先細閱上述免責聲明及同意書，並簽名作實，方可參加此活動。

Remarks: Participant(s) should sign in the box(es) indicating that they understand all the terms of the above Disclaimer before participating in the activity.

(Promotional logos:)

Please include ALL the official logos below in your promotion materials, including event banner and poster.

For guidelines, please refer to

https://www.cityu.edu.hk/cpro/eportal/stafflan/Corporate_Identity_Manual.pdf

