Call for Wellness Programme Proposal -
Guidelines for Organizing Wellness for All Programme 2020

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 February to November 2020.

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.

<table>
<thead>
<tr>
<th>Programme(s) to be conducted from</th>
<th>Deadline of proposal submission</th>
<th>Announcement of selected proposal</th>
</tr>
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<tbody>
<tr>
<td>February to June 2020</td>
<td>on or before 13 February 2020</td>
<td>20 February 2020</td>
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<tr>
<td>July to November 2020</td>
<td>on or before 14 May 2020</td>
<td>21 May 2020</td>
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Recipients:
Dr. Patrick Chan
Chairman
Wellness for All Organizing Committee
Email: pchan@sport@cityu.edu.hk
Enquiry: 3442 8025

Ms Rebecca Lai
Co-ordinator
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 $3000 per activity.

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 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.

24 January 2020
Appendix 1

Wellness for All 2020
Programme Proposal

(Please submit to the Wellness for All Organizing Committee)

Name of Activity: ____________________________

Name of Speaker: ____________________________

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: ____________________________ (Full Name) Signature: ____________________________

Date: ____________________________