

**Student Development Services (SDS)  
Student Life and Resources Section**

**Activity Report Form**

(Please type or write clearly in black.)

Notes to Student Activity Organisers:

1. Personal data provided in this form will be used only for processing related administrative matters.
2. The completed form should be submitted to Student Development Services (6/F, Bank of China (HK) Complex, City University of Hong Kong) or emailed to [sdssat@cityu.edu.hk](mailto:sdssat@cityu.edu.hk) **within 1 month** of the completion of the activity.
3. Any misrepresentation of information in the Activity Report Form may lead to the disqualification of the student organisations' renewal for a new term. The University reserves the right to terminate the term of student organisations if violation of regulations happens.

<b>1. Information of the Activity Organisers</b>		
Name of Organisation <b><u>(For Student Organisations registered under SDS only)</u></b>		
Contact Person	Student 1	Student 2
Position in Organisation		
Full Name in English		
Full Name in Chinese (if any)		
Student ID		
Email Address		
Contact No.		
Signature		
Stamp of Organisation <b><u>(For Student Organisations registered under SDS only)</u></b>		
Date of Submission		

2. Activity Report			
Name of Activity			
Total Number of Organised Sessions:		Frequency (if applicable)	<input type="checkbox"/> One-off <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Date (DD/MM/YYYY)	From _____ to _____		
Time	From _____ to _____		
Mode of Delivery	Online/ Face to Face/ Hybrid	Activity Venue	
Registration Required	Yes / No	Actual Admission Fee Per Head	\$ _____
Number of Participants	<b>Type of Participants</b>	<b>Planned Number</b>	<b>Actual Number</b>
	CityU Students		
	CityU Alumni		
	Non-CityU Students		
	External (please circle) Performer/ Speaker/ Judge/ Co-organiser/Contestant/ Tutor/ Other: _____		
	<b>Total</b>		

3. Post-activity Evaluation (Please list out in point form)	
a) How would you describe the activity?	
b) What are the activity outcomes?	

c) What have you learnt from organising the activity?	
d) If this activity will be re-run again, how will you improve?	
e) Evaluation/ feedback from the participants? <i>(Share KPI if applicable – overall scores/ figures of participants’ evaluation form)</i>	

4. Actual Income & Actual Expenditure (Please add rows as necessary.)					
	Actual Source of Funding	Unit Price	Quantity	Subtotal	Source
1					
2					
3					
4					
<b>Total</b>					
	Actual Expenditure	Unit Price	Quantity	Subtotal	Source
1					
2					
3					
4					
<b>Total</b>					

**5. Supporting Documents (Please attach them as an appendix to this report form)**

- a) Participants List (*If applicable – Please include the participants’ SID if registration is required for the activity*)
  
- b) Activity Photos  
(*Please attach at least 5 photos; MUST attach at least 1 photo which can prove the scale of your activity, i.e., photo capturing the number of participants*)

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For Office Use Only				
Ref no.	Date received	Staff name	Signature	Remarks