

Student-initiated Projects

Student Organiser Manual

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Background

Student Development Services (SDS) has managed the Student-initiated Projects (SIP) from this year. Every year, SIP invites student proposals and sponsors different kinds of programmes and activities to promote campus internationalisation.

With the support of university funds, various SIP programmes and activities have successfully promoted integration among students of different cultural backgrounds on campus.

This year, the SIP will continue to support student proposals not only for promoting campus internationalisation but also equipping our students with multicultural awareness and fostering their personal development. The maximum amount of sponsorship for a successful proposal may reach HK\$100,000.

Objectives

To promote campus internationalisation and integration, CityUHK students are invited to submit proposals with the aim of allowing local and non-local students to work together toward a common purpose of providing a more welcoming environment for all students.

Eligibility

Any full-time student enrolled in CityUHK is eligible to be a proposer. Each proposal must be raised by at least 3 proposers, and endorsed by a full-time staff advisor (academic staff or non-academic staff at the rank of Executive Officer or above).

Assessment Panel

An Assessment Panel will review SIP proposals on a rolling basis.

Selection Criteria

The University provides funding to take forward the organisation of student-initiated projects to promote internationalisation and encourage multi-cultural integration. The project proposals are assessed according to three criteria –

- **Integration** (the extent to which the project is effective in promoting integration and cultural exchange between local and non-local students on campus);
- **Creativity** (the extent to which the project is interesting, creative and appealing to students); and
- **Content** (the extent to which the content of the project is intellectual and inspiring with a global perspective).

Besides, all proposals should also address the following:

- **Viability of the project** – Has the proposing team provided actionable plans on the execution of the project and how would the team ensure smooth organisation of the whole project?
- **Expected impact of the project** – Would the project benefit as many students as possible, or does it target on specific student groups with good justifications? Would the influence be a long-term one and at the same time inspirational?

The SIP Assessment Panel will review the budget proposals based on the objectives, planning and estimated funding need of the project. Proposers should understand the SIP funding guidelines before drafting the proposals.

SIP Funding Guidelines

1. Representation of **commercial, political and religious stances** at SIP events is inappropriate and should be avoided. **Discriminatory, vulgar, gambling, offensive, obscene and sexually explicit elements** are prohibited at SIP events.
2. SIP activities aim at fostering campus internationalisation and integration. Hosting activities off campus may only be considered if strong justifications are provided at the time of application and on a case-by-case basis.
3. Coaching fees are generally NOT supported. Service contracts for performers and photographers are NOT supported. Remuneration for student helpers is also NOT eligible for SIP funding.
4. The maximum amount of food and beverage expenses per person should be capped at HK\$90, in accordance with the University's financial policies governing student activities. Consumption of **alcohol is prohibited** at all SIP events.
5. For environmental friendliness,
 - a. student organisers should **reuse existing equipment and materials** (including costumes) whenever possible;
 - b. **rental is preferred over purchase**, and requests for purchase will be considered only if rental is not an option;
 - c. production of tailor-made materials for SIP project (e.g. T-shirts, uniforms, stationery) is NOT recommended;
 - d. use of printed materials (e.g. posters and banners) and single-use materials (e.g. disposable tableware) is NOT encouraged.
6. Souvenirs, gifts and prizes are NOT desirable unless justified.
7. Paid advertisements are NOT supported.
8. Transportation fees are NOT supported unless justified.
9. Estimated budgets for contingency and miscellaneous needs will NOT be considered.
10. Development of apps will NOT be supported if handling of sensitive data is involved or that the app will not be owned by the University.
11. The amount of funding shall be decided on a case-by-case basis by the Assessment Panel. The maximum SIP support for any approved project is limited to HK\$100,000. The Assessment Panel retains full discretion over all funding decisions and reserves the right to approve or deny reimbursement requests based on its assessment of the project's compliance with SIP guidelines and funding conditions.
12. All projects have to be implemented within Semester A or B of that Academic Year.

Project Planning & Execution

To provide students with a direction on how to plan, organise and manage an SIP, we ask you to pay attention to five project stages: pre-application, application submission, offer acceptance, project management and post-SIP conclusion.

A) Pre-application

1. Form a group of proposers comprising at least three full-time CityUHK students.
2. Identify project(s) which fulfils the SIP objectives:
 - How will the project help internationalise the CityUHK campus?
 - How will the project help foster integration among CityUHK students from different cultural backgrounds?
 - Will the project give positive impacts to CityUHK and fellow students?
 - How many CityUHK students will benefit from the project? Will the project be open to only certain groups of CityUHK students? If yes, why?
3. Work out the details of your event:
 - What is the nature and content of the activity/event? Is there only one single event or will there be multiple events? Does the series of events achieve the same objectives and contribute to the SIP objectives?
 - When and where will the activity be held? Will the majority of CityUHK students be on campus during the period? Will the event date fall in the exam period? Do you have enough time to secure the venue and do you have backup plans?
 - How will the programme schedule be organised? Will there be potential time clash between events/activities?
 - Will there be enough manpower for the activities/events and how will you recruit student helpers/performers/photographers?
 - What will the floor plan look like? Will you need any electricity supply, barrier stanchions, notice boards, signs, etc.? Do you need to rent/reserve equipment in advance and allow time for setting up and dismantling? Will there be additional costs?
 - How can the participants register for the event? Will you need information other than the participant's full name, student ID, student type (local/non-local) and email address, which are mandatory for submission to SIP?
 - How can you check the attendance of students? Will there be a large queue at the reception counter and how can it be managed? For those who do not register in advance, **how can you obtain their student ID, full name, student type and email addresses which are required for SIP report? Without this information, your reimbursement will NOT be approved.**
 - As the project proposer and organiser, what actions will you take to ensure that there will be **NO representation of commercial, political and religious stances at SIP events?**

4. Work out the details of your budget:
 - Your estimated expenditure and income should be presented clearly in the proposal to help the Assessment Panel understand your plan.
 - Budget items should be categorised according to the guidelines in [Appendix 1](#).
 - A budget breakdown with detailed descriptions of items, quantity and a realistic estimation of expenses should be provided.
 - Support your budget plan with quotations, justifications for purchase over rental, essentiality of the items, etc.
 - Any income, be it activity fee or sponsorship from a third party, of the project must be declared in detail.
5. Consult your project advisor (a CityUHK full-time staff) regarding your project, make revisions and receive an endorsement from your project advisor. Your project advisor should be a staff member who has the knowledge to advise you on the themed area of your project.

B) Application Submission

1. Submit the following documents to sdssip@cityu.edu.hk at least two months before the intended event date. Late, incomplete or retrospective application will not be considered. A complete submission should include:
 - **a scanned proposal with endorsement of staff advisor in PDF format**
 - **the proposal in editable Word format**
 - **(optional) supporting documents (e.g. quotations)**
2. Check your email account regularly and respond to SIP timely as SDS or the Assessment Panel may request more information or clarification.

C) Offer Acceptance

1. Proposing teams will be notified of the application results via email. Information about the approved amount with categorical breakdowns, as well as funding terms and conditions will be provided to successful project proposers.
2. Some of the proposing teams may be asked to provide further input before the Panel can come up with a funding decision.
3. To accept the SIP offer, the proposing team is required to acknowledge and confirm acceptance of funding via email. You will then become an approved SIP student organiser!

D) Project Management

Once you have accepted the SIP offer, you should start working on the approved project. Here are some suggestions on how you may start:

1. The first thing you would need to do is to secure a venue for the event!
SDS provides logistics support and coordination to the SIP organisers if the needed resources are beyond SIP organisers' authority and ability. Do contact the SDS staff assigned to support your project (you may find his/her contact information in the result announcement email) ASAP for the request.
If you would like to reserve popular venues (e.g. Wong's International Terrace, Purple Zone and Blue Zone in YEUNG), contact us **at least 2-3 months in advance**. In case your preferred venue is not available, do suggest other options and rank them in the order of preference so that our colleagues would be able to help without going back and forth in communication with you.
2. Finalise your floor plan, material list, guest list, etc. If you need SDS's assistance to reserve equipment from the Facilities Management Office (FMO), contact your SDS supporting staff no later than **1 month before the event date** to allow enough time for the arrangement. You will be responsible for the on-site communication with our FMO colleagues for the setup.
3. Limit your expenses according to each category in the approved budget. **NO change to the approved budget will be allowed unless fully justified**. If you need to re-arrange the approved budget with justifications, you should submit a written request to the Panel for approval **at least 4 weeks prior to the event date**. You are also required to pay attention to the financial guidelines listed below:
 - **Purchase over HK\$5,000 per Item**
For any purchase over HK\$5,000, a Purchase Requisition (PR) must be raised prior to the purchase. In case you have to purchase any services/single item of goods over HK \$5,000, you **must** consult SDS **at least 4 weeks before the purchase**, and provide a price comparison which consists of **3 written quotations**. Purchases not complying with the University's financial procedures will **NOT** be reimbursed.
Quotations must include:
 - i. basic details of service and product required;
 - ii. price;
 - iii. date & availability;
 - iv. supplier's detail (e.g. company name and contact)
 - **Fee/Payment Collection on Campus**
Student organisers who intend to collect fees/payment to finance their projects are required to **seek approval from SIP in advance**. The student organisers are required

to state other funding sources should there be any. The collected fees must be reported to SIP in detail to ensure appropriate use of the collected fees.

- **Payment Arrangement**

Please note that you need to settle the payment of the expenses first and then apply for reimbursement by providing original receipts.

4. Finalise your programme content and rundown, invite performers/student helpers/photographers where necessary, and make sure that there is no deviation from the SIP objectives and guidelines.
5. Work on your promotional materials and registration mechanism. **Prominent CityUHK logo** should appear in the promotional materials of the SIP approved projects according to the guidelines announced by the Communications and Institutional Research Office (CIRO). You may contact your SDS supporting staff for the artwork files and guidelines on the usage of logos. **The guidelines should be strictly observed at all times.** Apart from logos, the below taglines must be placed at the bottom of the promotional materials:

- **Poster / Banner**

“A Student-initiated Project supported by City University of Hong Kong.”

- **CityU Announcement Portal (CAP) / Email / Post on Social Media**

“<Project Name> is one of the Student-initiated Projects supported by the University to promote campus internationalisation and integration.”

SIP student organisers should **ensure the participation of both local and non-local students**, and are required to submit a list of participants with their name, Student ID, student type (local/non-local), place of origin and email address. You should, therefore, consider how you would be able to retrieve and record this information well in advance. **Projects without a list of participants containing the required information will NOT be approved for any reimbursement.** SIP student organisers should, at all times, observe the **Personal Data (Privacy) Ordinance (Cap. 486)** to ensure the protection of personal information.

6. Promote your project via various channels! SDS may, subject to approval, send out a CityU Announcement Portal (CAP) and email message to the CityUHK community. Do send a request, with the message draft and the image (in JPG format), to the SIP secretariat **at least 2 weeks before your intended date of publishing.**
7. Arrange a briefing session for your team to ensure every member of the team knows their role and responsibility for the project.
8. Setup the venue, rehearse for the programme and make final adjustments.
9. Get ready and put on a good show!

E) Post-project Matters

Projects successfully granted with SIP funding will be required to submit the following items to the Student Development Services (SDS) at sdssip@cityu.edu.hk upon completion of the approved project. **Reimbursements will NOT be processed until all required documents are received.**

To be submitted within 5 days of event completion:

- **An event recap:**
 - (For virtual event) A summary clip of around 1 minute
 - (For physical event) A set of 30 quality action photos (with a file size of 2-5 MB each)
 - A short paragraph to wrap up the event
- **A final report**
- **A reimbursement form**
- **A set of categorised receipts in original copy**
- **A list of participants**

Notes:

1. *Original receipts should show the following information clearly to meet the University requirements on application for reimbursement.*
 - *Name of purchased item(s)*
 - *Date of purchase*
 - *Total amount and currency*
 - *Company name OR company stamp*
2. *Receipts related to hospitality, such as food and beverage, will NOT be processed unless a participant list stating the participants' full names and student IDs is provided.*
3. *SDS will check the reimbursement details and pass on to the Finance Office (FO) for funding arrangement. You may expect to receive the reimbursement from FO around 2 months after the reimbursement documents are confirmed to be correct and complete.*

Enquiries

Contact the Student Development Services (SDS) at sdssip@cityu.edu.hk if you have any questions. You are also welcome to schedule a meeting with us.

Appendix 1: How to Categorise SIP Budget Items

<i>Categories</i>	<i>Items</i>	<i>Do NOT Support</i>
Activity / Programme	<ul style="list-style-type: none"> • Programme specific materials (e.g. performance, workshop) such as rental of costumes, props and teaching materials • Stationery • Decoration 	<ul style="list-style-type: none"> • Coaching fees • Service contracts for performers and photographers • Souvenirs, gifts and prizes (unless necessary) • Production of tailor-made materials for SIP project (e.g. T-shirts, uniforms, stationery) • Budgets for contingency and miscellaneous needs
Equipment	<ul style="list-style-type: none"> • Rental of equipment and hardware (e.g. audiovisual system, lighting) and its directly related cost (e.g. set-up, dismantlement, on-site technical support) • Purchase of equipment and hardware 	<ul style="list-style-type: none"> • Furniture (e.g. table, display board, chair)
Venue	<ul style="list-style-type: none"> • Rental of external venue (e.g. sports court) 	<ul style="list-style-type: none"> • Rental of restaurant, party room, exhibition venue
Printing	<ul style="list-style-type: none"> • Necessary printed matters 	<ul style="list-style-type: none"> • Paid advertisements • Single-use posters and banners
Food & Beverage	<ul style="list-style-type: none"> • Food • Beverage • Rental of reusable tableware (e.g. containers, cutleries, table cover) 	<ul style="list-style-type: none"> • Alcoholic beverages • Single-use materials (e.g. doggy bags, disposable tableware) • Meal for organisers or helpers
Transportation	<ul style="list-style-type: none"> • Transportation of purchased materials and/or food to event venues 	<ul style="list-style-type: none"> • Air tickets and accommodation costs for performers, speakers or visitors • Transportation expenses incurred by organisers or participants • Illegal ride-hailing services (e.g. Uber)