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.

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<th>Programme(s) to be conducted from</th>
<th>Deadline of proposal submission</th>
<th>Announcement of selected proposal</th>
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<td>September 2023 – June 2024</td>
<td>At least 6 weeks prior to the event date</td>
<td>2 weeks post the proposal submission</td>
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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: ___________________________________________ Date: ___________________________

(FULL NAME with signature)
## Registration Form

Wellness for All Programme: ________________  Date & Time: ________________

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Participation Record

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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 極好 □ Good 好 □ Fair 一般 □ Poor 差 □ Very Poor 極差

2. Presentation of Speaker(s) / Instructor(s) 講者 / 教練 (們) 的演繹方式
   □ Excellent 極好 □ Good 好 □ Fair 一般 □ Poor 差 □ Very Poor 極差

3. Programme / Activity Content 節目 / 活動的內容
   □ Excellent 極好 □ Good 好 □ Fair 一般 □ Poor 差 □ Very Poor 極差

4. Overall Impression on the Programme / Activity 對該節目 / 活動的整體評價
   □ Excellent 極好 □ Good 好 □ Fair 一般 □ Poor 差 □ Very Poor 極差

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

____________________________________________________________

____________________________________________________________

____________________________________________________________

Participant’s Name (optional): ________________________________ Date: ________________________________
XXX 测试大挑战 (XXX Challenge)  
免责聲明及參加者同意書 (樣本)  
Disclaimer (Sample)  

本人自願參加是次「XX 测试大挑战」活动，并願意自行承担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.

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