

THE UNIVERSITY OF HONG KONG

Guidelines on Funding Allocation to Registered Student Societies

Background

With the approval of the Council, the Student Activity Fee would be collected from all full-time students annually to provide support for campus wide student events and activities of student societies that have registered with the Co-curricular Support Office (CCSO) of the Registry. With effect from 2022-23, the student activity fee is set at \$100 per annum.

2. A Consultative Committee on Funding Allocation to Registered Student Societies (CCFARSS) has been set up to work out the principles and mechanism of the funding allocation. CCFARSS is chaired by Dean of Student Affairs and consists of representatives from student societies, CEDARS and CCSO. Its terms of reference are attached in Appendix A.

Funding Categories

3. There are five categories of funding, namely ‘Activity-based Funding’, ‘Flat-rate Funding’, ‘Equipment Acquisition Funding’, ‘University-wide Activities Funding’ and ‘Contingency Funding’. The funding proportion is shown below.

Funding Proportion

Funding Categories	Ratio
Activity-based Funding	60%
Flat-rate Funding	N/A
Equipment Acquisition Funding	8%
University-wide Activities Funding	8%
Contingency Funding	N/A (Rest of funds)

Activity-based Funding

4. The aim of the fund is to subsidize registered student societies in holding activities of diverse nature and satisfactory quality. With effect from 2023-24 academic year, funding amount is allocated and approved before activities so as to allow better financial planning of student societies. To ensure that the Student Activity Fees collected are used appropriately and efficiently as well as to avoid the problems that may arise due to the transition between the outgoing and incoming cabinets of registered student societies, approved expenses items would be reimbursed after activities have been held based on actual expenses.

5. Applications are accepted throughout the year with three cut-off dates set annually. Retrospective application is not accepted and approval should be sought before the activity takes place.

Application Cut-off Dates for Activity-based Funding

1 st Cut-off	October 30
2 nd Cut-off	February 20
3 rd Cut-off	June 15

6. Student societies are encouraged to plan their activities ahead and apply for funding before activity takes place and as early as possible while funding lasts. Once the funding of the respective academic year is fully allocated, applications would not be accepted.
7. Student societies should submit an activity proposal with financial budget and relevant supporting documents before the activity for CCSO's review. Items such as welfare packs/gifts distributed by student societies, the income-generating activities and all activity expenses that could be fully covered by its income would not be supported by the Activity-based Funding.
8. Student societies would be notified of the approved funding amount around one month after the respective application cut-off date.
9. Student societies should submit an activity report with financial details and relevant supporting documents with clear description of items to be reimbursed within one month after the activity. Only approved items within the approved amount would be eligible for reimbursement.
10. Reimbursement will be made based on actual expenses and the financial balance of the activity. No reimbursement will be made if all expenses can be covered by its income.
11. The list of eligible and ineligible expenses items for Activity-based Funding is shown in **Appendix B**.

Flat-rate Funding

12. The aim of the fund is to grant a fixed amount of \$4,000 once a year to each registered student society for supporting their expenses related to day-to-day operations and meetings. Only those student societies successfully registered before September 1 of each year would be eligible for the allocation of funding.

Equipment Acquisition Funding

13. The aim of the fund is to subsidize registered student societies to acquire equipment for long-term benefit of members of the student society.
14. For equipment item(s) that has/ have been approved previously, no subsidy shall be given if student societies purchase it/them again in two years.
15. The proposed list of equipment to be supported by Equipment Acquisition Funding is presented in **Appendix C**.

University-wide Activities Funding

16. The aim of the fund is to support campus wide activities with proposals or ideas initiated and organized by students under the coordination of administrative units of the University (e.g. CEDARS/ CCSO). It is believed that the university-wide activities funding is very important because it could cover those students who would not participate in any activities organized by the student societies.

Contingency Funding

17. The aim of the fund is to support any contingency activity that is sudden, impactful, campus-wide and one-off in nature, such as a sudden equipment failure, an urgent demand for RAT testing for a large number of people.

Co-curricular Support Office, The Registry

November 9, 2022

amended November 2023

THE UNIVERSITY OF HONG KONG

**Consultative Committee on Funding Allocation to Registered Student Societies
(CCFARSS)**

Terms of Reference

Terms of Reference

1. To receive and provide advice, under the framework of the [Code of Conduct for Student Organizations at The University of Hong Kong](#), any proposals in respect of funding allocation that may be put forward by registered student societies under Co-curricular Support Office (CCSO) upon the approval of the Advisory Committee on Co-curricular Support. The funding refers to the fees collected from all Full-time students annually.
2. To serve as a communication platform for exchange of views on funding allocation among the stakeholders on a regular basis.
3. To review and decide about the membership composition of CCFARSS as and when appropriate.
4. To review and evaluate the effectiveness of the scope and mechanism of funding allocation as and when appropriate.
5. To resolve dispute over funding allocation between stakeholders in a fair and consistent manner.

Composition of Membership

Chairman:	Dean of Student Affairs, CEDARS
Members:	Director, CCSO
	One staff from CEDARS
	Five representatives from ten Faculty Societies
	Two representatives from Student Societies of University Residence
	One representative from Cultural Association (CA)
	One representative from Independent Clubs Association (ICA)
	One representative from Sports Association (SA)
	One representative from HKU PGSA
Secretary:	One staff from CCSO

September 2022
amended January 2024

List of Eligible and Ineligible Expenses Items for Activity-based Funding

A) List of Eligible Expenses Items for Activity-based Funding

“Expenses Items for Activity-based Funding” shall mean any expense(s) for the operation of activity(ies). Items under “Expenses Items for Activity-based Funding” shall include the following.

1. Publicity and Publication
 - 1.1. Any form(s) of advertisement of activities; or
 - 1.2. Publishing information for participants; or
 - 1.3. Publishing reports of activities.
2. Souvenirs and Prizes
 - 2.1. Souvenirs shall mean gifts to the following.
 - 2.1.1. Guest speakers for talks; or
 - 2.1.2. External Organizations visited; or
 - 2.1.3. Judges of open competition; or
 - 2.1.4. Guest performers of functions organized by the Club(s).
 - 2.2. Prizes shall mean the following.
 - 2.2.1. Awards to winners of open competitions organized by the Club(s); or
 - 2.2.2. Certificates to participants of courses organized by the Club(s).
3. Refreshment
 - 3.1. Refreshment shall mean food or beverages provided to the following.
 - 3.1.1. Guest speakers or moderators of talks; or
 - 3.1.2. Judges of open competitions; or
 - 3.1.3. Guest performers of functions organized by the Club(s).
4. Transportation
 - 4.1. Cost for transportation of material used in the activities; or
 - 4.2. Cost for coach rental in the case when the activity venue is not accessible by public transport.
5. Exhibition or Demonstration Materials
 - 5.1. Multi-media storage for the content used in an exhibition or demonstration; or
 - 5.2. Photographs, audio or video used in an exhibition or demonstration; or
 - 5.3. Any material(s) used on the board of exhibition or demonstration.
6. Tuition Fee / Coach Fee / Professional Service Fee / Judge Fee / Trainer Fee
 - 6.1. Payment to expertise for courses/ judge(s) in a competition; or
 - 6.2. Professional service shall mean specialist/ professional crew for activities, for example, production crew, light designer, stage manager.
7. Rental of Venue
 - 7.1. Rental of venue shall mean the rental cost of activity venue.
8. Stationery
 - 8.1. Stationery shall mean the stationery required to be used exclusively in the activity but not for general usage.
9. Special Items

9.1. Any item(s) not listed above but specified for activity(ies) shall be included under Special Items.

B) Upper Limit for Each Expenses Items





1. Publicity and Publication
 - 1.1. The maximum subsidy is \$800 per activity.
2. Souvenirs and Prizes
 - 2.1. The maximum subsidy is \$400 per activity.
3. Refreshment
 - 3.1. The maximum subsidy is \$200 per activity.
 - 3.2. No subsidy shall be given for executive committee or group meetings or for the purpose of members' welfare or executive committees' personal enjoyment.
4. Transportation
 - 4.1. For transportation of material, the maximum subsidy is \$500 per activity with a maximum of 2 trips.
 - 4.2. For cost of coach rental, the maximum subsidy is 70% of the actual expense.
 - 4.3. No subsidy shall be given for taxi fare or Uber fee.
5. Exhibition and Demonstration Materials
 - 5.1. The maximum subsidy is \$1,000 per activity.
6. Tuition Fee / Coach Fee / Professional Service Fee / Trainer Fee
 - 6.1. The maximum subsidy is one-third of the actual tuition fee / coach fee / professional service fee / judge fee / trainer fee.
 - 6.2. The information (e.g. experience, certificate and cost) of at least three candidates of tutors / coaches / professional service providers / judges / trainers shall be submitted for reference.
 - 6.3. A completed payment acknowledgement form shall be submitted for reimbursement.
7. Rental of Venue
 - 7.1. For rental of a venue on campus, the maximum subsidy is 50% of the actual rental fee per activity.
 - 7.2. For rental of a venue outside campus, the maximum subsidy is \$6,000 or one-third of the rental fee needed per activity, whichever the lower.
8. Stationery
 - 8.1. The maximum subsidy is \$100 per activity.
9. Special Items
 - 9.1. Any item(s) listed in this section is subject to the discussion of the Consultative Committee on Funding Allocation to Registered Student Societies.

C) List of Ineligible Expenses Items for Activity-based Funding

1. Income-generating activities or all activity expenses that could be fully covered by its income;
2. Speaker's lodging;
3. Speaker's honorariums at conference, forum, seminar, summit and symposium
4. Remuneration or monetary allowance for any performers or volunteers or office-bearers or members of the student society does not refer to the expenses resulting from engagement of professional service;
5. Travelling expenses by individual members, office-bearers, participants (except for visits to places relatively inaccessible or inconvenient via public transport and traveling by a coach was required or van delivery for moving materials);
6. Souvenirs to participants/ counterparts (except for exchange activities);
7. Welfare packs / gifts distributed to members;
8. Meals/ entertainment expenses;
9. Fees paid for taxi / Uber are not accepted.
10. Pager/ telephone fee;
11. Unspecified/ miscellaneous expenses;
12. Name card production;
13. Personal items (e.g. shower gel, clothing and shoes);
14. Electronic device.
15. Affiliation fee/ competition entry fee/ registration fee;
16. Expenses related to meetings, campaigns, recruitment of next session; and
17. Any other expenses as considered inappropriate by the Advisory Committee on Co-curricular Support.

List of Equipment to be Supported by Equipment Acquisition Funding

A) Equipment to be supported by the Equipment Acquisition Funding







Item	Photo for illustration	Remarks
1. Banner with the name of society		<p>Could be supported with justification and upon endorsement by the Consultative Committee on Funding Allocation to Registered Student Societies (CCFARSS)</p>
2. Classic flag with the name of society	 	
3. Nobori (or other kinds of flag with the name of society)		


Remarks:






Other items not specified above are subject to further discussion and approval.






Supplementary Information







List of Equipment On Loan from CCSO/ LES (subject to change):






Item	Photo for illustration	Remarks
1. Ballot Box		Could be borrowed from CCSO
2. Binding machine		
3. Boutonniere		
4. Cable Cover		
5. Choral Riser		
6. Flood Light		

Item	Photo for illustration	Remarks
7. Folding Table		Could be borrowed from CCSO
8. Folding Table (Small) - Black		
9. Folding Table (Small) – White		
10. Gavel		
11. Iron Weight		
12. Large Banner Frame		Could be borrowed from CCSO


Item	Photo for illustration	Remarks
13. Large Banner Frame		
14. Marquee - Blue		
15. Marquee - Red		
16. Marquee – Khaki Brown		
17. Mini Portable Voice Amplifier		Could be borrowed from CCSO

Item	Photo for illustration	Remarks
18. Mobile Display Board – Landscape		
19. Mobile Display Board – Portrait		
20. Paper trimmer		
21. Plastic Chair		
22. Portable LCD Projector		Could be borrowed from CCSO

Item	Photo for illustration	Remarks
23. Power Extension Cord		
24. Power Extension Reel		
25. Pushcart		
26. Red Platform		
27. Roll Cage		Could be borrowed from CCSO
28. Sand Bag		

Item	Photo for illustration	Remarks
29. Shopping Cart		
30. Stanchion		
31. Step Platform		
32. Table Cloth – Black		
33. Table Cloth – Green		

Item	Photo for illustration	Remarks
34. Table Cloth – Navy		Could be borrowed from CCSO
35. Table Cloth – Purple		
36. Table Cloth – Red		
37. Training cone		
38. Walkie Talkie		

Item	Photo for illustration	Remarks
39. Portable Screen	 A rectangular white screen mounted on a silver metal tripod stand.	Could be borrowed from LES
40. Speaker	 A black portable speaker with a large circular LED display in the center that shows a rainbow spectrum of colors. A microphone is attached to the side.	
41. Microphone	 A silver and black handheld microphone with a mesh grille at the top.	

Co-curricular Support Office, The Registry
November 9, 2022
amended May 2024