

2023-24
Leadership Advancement Program for Student Organizations (LAPSO)
Award Scheme
Guidelines

Introduction

The award scheme aims to recognize and celebrate student organizations that demonstrate outstanding management, creativity, innovation, and a positive impact on the university or the community.

1. Eligibility

Registered student organizations, i.e. SU, SU-affiliated Societies, Department-Associated Groups

2. Awards

I. The Outstanding Student Organization

Quota	1-3
Award	\$5,000 Activity Fund*, Trophy and Certificates
Criteria	<p>a. Participation Points (30%) One exco member attends in one LAPSO program activity will receive 1 point. Maximum 30 points.</p> <p>b. Application Documents and In-Person Presentation (70%) Applicants will be shortlisted based on the application form and supplementary materials submitted. Shortlisted applicants will be invited to give a presentation and answer questions. The Selection Committee will assess mainly but not limited to the following aspects:</p> <ul style="list-style-type: none"> ○ <i>Good Management & Communication (15%)</i>: The society/group should solicit and manage their funding, time, and other resources effectively, like having clear communication channels and processes, being organized and efficient in activity planning, demonstrating leadership and accountability, etc.; ○ <i>Collaboration & Diversity (15%)</i>: The society/group should have worked collaboratively with others, actively seeking out diverse perspectives, embrace diversity and being inclusive and respectful of all members, and fostering a sense of community and belonging; ○ <i>Achievements & Impact (15%)</i>: The society/group should strive to make a positive impact in the university community, by engaging in activities that benefit the student population; ○ <i>Creativity & Innovation (15%)</i>: The society/group should strive to be creative and innovative in their events and activities, and should try some new ideas and approaches. ○ <i>Others (10%)</i>: The society/group should showcase any additional aspects or accomplishments that they believe are important and worthy of recognition.

* Budget plan and valid receipts are required for award disbursement.

II. The Innovative Student-led Activity of the Year

Award	Gold: \$4,000 Activity Fund* Sliver: \$3,000 Activity Fund* Bronze: \$2,000 Activity Fund* Trophies and Certificates
Criteria	<p>Applicants will be shortlisted based on the application form and supplementary materials submitted. Shortlisted applicants will be invited to give a presentation and answer questions. The Selection Committee will assess based on the following aspects:</p> <p><i>a. Innovation (50%)</i> Whether the activity demonstrate originality and out-of-the-box thinking in one or multiple aspects, including but not limited to activity format, content design, promotion strategy, recruitment, evaluation approach.</p> <p><i>b. Quality, Impact and Effectiveness (50%)</i></p> <ul style="list-style-type: none"> ○ Whether the activity was clearly positioned, well executed, cost-effective, and had achieved its objectives; ○ Whether the activity made an impact, successfully engaged students, the university or community, and/or addressed an important issue or challenge of the university or community; ○ Whether the activity was a collaboration with others, promoted diversity and inclusiveness, or with other achievements.

* Budget plan and valid receipts are required for award disbursement.

3. Timeline

Call for Applications	19 Oct 2023 - 29 Feb 2024
Presentation and Selection (Shortlisted Candidates Only)	15 Mar 2024
Award Presentation Ceremony	22 Apr 2024

4. Selection Panel

Chairperson:	The Dean of Students or his delegate
Members:	Head, Student Support & Activities, Dean of Students' Office Two Staff Representatives Two Student Representatives

5. Enquiry

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