



Dean of Students' Office

Registration Form for Sponsored Student Projects

*(The completed form **must be submitted with an activity proposal and budget plan** to the Student Support and Activities Team, Dean of Students' Office)*

Name of Sponsored Student Project *(Must be related to the project theme. Should not be a group name.)*

Project Period: _____ to _____ Single Event Series Event (No. of session: _____)

1. Particulars of Person-in-charge

Name	Student ID#	Contact No.	ITSC Email

2. Particulars of two other responsible project members, if any. *(Use additional sheets if necessary.)*

Name	Student ID#	Contact No.	ITSC Email	Signature

3. Description of the Project *(Please **attach a proposal** with project details, including aims and objectives, contents, dates, venues, budget, key takeaway, implementation plan and event rundown of EACH activity.)*

4. Project Nature: Social Cultural Intellectual Educational Others (Please specify): _____

5. Proposed Venue: _____

6. Expected no. of participants: Students () Faculty/Staff () Alumni () Outsiders (%)

7. Fee chargeable? No Yes (Students: \$ _____ ; Others: \$ _____)

8. Are you applying for any student activities fund? *(Please attach your budget plan and state how you would use the surplus, if any.)*

1-HKUST Student Enrichment Activities Fund

Others (Please specify): _____

9. I understand and accept that:

a) I/We will observe the guidelines for organizing student activities and regulations for use of facilities, which are available at https://dst.hkust.edu.hk/upload/studentactivities/guideline_organize_stuactivities.pdf.

b) I/We will submit the report(s) upon completion of the activity/project as required.

c) I/We will inform DSTO (ssa@ust.hk) as soon as there are changes of the responsible project members or activity plans.

Signature of Applicant (Person-in-charge)

Official Chop (if any)

Date

For Office Use:

Date of finalized proposal rec'd: _____ Date submitted to the Panel: _____

Date of result released: _____ Project Expiry Date: _____

Result: Approved Rejected on Condition _____

Remarks: _____

Date Received

Application Form

Proposal

Vetted by:

Converted to Sponsored Student Group Date: _____ Verified by: _____ Group Expiry Date (3-yr): _____