

Chung Chi College Mentor Programme 2023 Mentor-Mentee Interaction Sponsorship Scheme

Guidelines

| | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective: | This scheme is set up for encouraging Chung Chi mentors and mentees to initiate activity by themselves thus to promote contact and interaction between mentors and mentees. |
| Brief Introduction: | Mentors and mentees of the current Programme year can apply for College sponsorship for their self-initiated activity. |
| Eligibility: | <ul style="list-style-type: none"> - The Applicant shall be a College mentor or mentee of the current Programme year. - The activity should be participated by at least one mentor and one mentee of the current Programme year. - Past mentees of Chung Chi College Mentor Programme, who are full-time undergraduate students, attend the activity can also be sponsored by the Scheme. |
| Amount of Sponsorship: | <ul style="list-style-type: none"> - Each mentor/mentee could be sponsored for at most 2 activities in one Programme year at a cap of HKD500. - The maximum amount of reimbursement for each eligible participant in each activity is HKD250. |
| Examples of Activity: | Lunch/dinner gathering, hiking, music concert, performance, exhibition, workshop, sports activity, etc. |
| Application Procedures: | Applicant should complete an application form and a report with at least 3 photos and the original receipt(s) . The application form and report should be submitted to the 3/F of Chung Chi College Office <u>within one month</u> after completion of the activity. |
| Remarks: | <p>According to the reimbursement guidelines of CUHK, please pay attention to the following notes:</p> <ul style="list-style-type: none"> - Original receipts are required for the reimbursement. Credit card receipts will not be accepted. - Any bills settled in full or in part by using cash coupons, credit card bonus points, cash dollars or rebate etc. will not be accepted. - Expenses not directly related to the activity such as parking fee, transportation fee, buying souvenir etc. will not be covered by the Scheme. - No shark's fins (魚翅), bluefin tuna (藍鰭吞拿), black moss (髮菜), humphead wrasse (蘇眉), Hong Kong grouper (紅斑) and sturgeon caviar (鱈魚魚子醬) should be served/consumed in the activity concerned. |
| Enquiries: | Ms. Rachel Fok (Tel: 3943 1536 / cccmp@cuhk.edu.hk) |

Chung Chi College Mentor Programme 2023 Mentor-Mentee Interaction Sponsorship Scheme

Application Form

Important notes:

- Please read the guidelines carefully before completing this application form.
- Please submit this application form together with the report and original receipt(s) within one month after completion of the activity.
- Chung Chi College Mentor Programme Committee reserves the rights of final explanation and decision.

Online Application Form and Activity Report available at:

<https://bit.ly/ccmpsponsor2023>

| Information of Applicant | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Applicant name: _____ [Mentor / Mentee] (Please choose the appropriate) | |
| (Graduation) Year / Major: _____ | |
| Email address: _____ | Tel. no.: _____ |
| Details of expenses: | |
| Activity date: _____ | Total amount to be claimed: HK\$ _____ |
| Total number of eligible participants: _____ (Full list of participants should be provided in the report) | |
| English full name of the Payee: _____ | |
| Student ID (applied to mentee) / Alumni ID (applied to mentor) of Payee: _____ | |
| Payment method (Please choose the appropriate): <input type="checkbox"/> Paid by crossed cheque | Address for mailing the cheque: _____ _____ |
| <input type="checkbox"/> Paid by Bank Auto Pay | Name of Bank: _____ Bank Account No.: _____ |
| <input type="checkbox"/> I declare that all information given in this application form is accurate and complete. <input type="checkbox"/> I have attached the ORIGINAL receipt(s) and the activity report. | |
| Applicant's signature: _____ | Date: _____ |

Chung Chi College Mentor Programme 2023
Mentor-Mentee Interaction Sponsorship Scheme

Activity Report

| | | |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Date of Activity: | (DD/MM/YYYY) | |
| Activity Time: | From | to |
| Activity Venue: | | |
| Name of Activity: | | |
| Participants: (please use separate sheets if not enough spaces.) | Name: _____ | [CC Mentor/Mentee/Past Mentee/Alumni*/Others*] |
| | Name: _____ | [CC Mentor/Mentee/Past Mentee/Alumni*/Others*] |
| | Name: _____ | [CC Mentor/Mentee/Past Mentee/Alumni*/Others*] |
| | Name: _____ | [CC Mentor/Mentee/Past Mentee/Alumni*/Others*] |
| | Name: _____ | [CC Mentor/Mentee/Past Mentee/Alumni*/Others*] |
| | Name: _____ | [CC Mentor/Mentee/Past Mentee/Alumni*/Others*] |
| Activity Description / Sharing (150 - 300 words): | | |
| Photos: | Please send at least 3 ORIGINAL photos (including at least one group photo) which were taken during the activity to cccmp@cuhk.edu.hk when submitting this report. | |

Notes:

The sharing and photos in this report may use in College's and its Alumni Association's future publications and social media platforms.

** Alumni and others are not eligible for CC Mentor-Mentee Interaction Sponsorship Scheme*