

## 聯合書院岑才生學長計劃 2021 至 2022 張宏毅學年

### 小組活動指引 (2022 年 1 月更新版)

- 鑑於疫情最新發展，各組只須於 2022 年 7 月 31 日或之前舉辦至少兩次小組活動，即當完成本年度小組活動要求。書院提醒各組於籌劃活動時應留意疫情最新發展，並時刻注意個人衛生。
- 書院於每學年贊助最多兩次小組活動費用，惟每次活動必須有最少兩名學長出席，贊助金額為每人上限港幣五十元，實報實銷。
- 申領小組活動贊助費程序：
  1. 小組委派一位成員代為處理，申請人必須保留單據正本，日後書院或需收回
  2. 填妥資助申請表，並於表格上提供退款途徑及資料
  3. 將單據、資助申請表連同兩至三張小組活動相片，一併交回聯合書院曾肇添樓二樓學生輔導處，或電郵至 [chilliestam@cuhk.edu.hk](mailto:chilliestam@cuhk.edu.hk)。
  4. 本年度所有資助申請需於 2022 年 7 月 31 日或以前提交。

如有查詢，請聯絡譚卓雯女士 (3943-1948/ [chilliestam@cuhk.edu.hk](mailto:chilliestam@cuhk.edu.hk))。

### **United College Shum Choi Sang Mentorship Programme: Year of Joseph W N Cheung 2021-2022**

#### **Group Activities Guidelines (Jan 2022 Version)**

- In response to latest development of the COVID-19, groups that organise at least 2 activities on or before 31 July 2021 can fulfill the group activity requirement. Each group should be aware of latest pandemic situation when planning/organising group activities. Personal hygiene protocols should always be practiced.
- The college will provide sponsorship (Max. HK\$50/head, reimbursed upon actual expenses) to group at most twice a year (once per term) after organising group activities. At least TWO mentors must be presented in group activities.
- Reimbursement Procedures:
  1. Please assign one representative to process the reimbursement. Original receipt must be kept. The college reserve right to request for the original receipt.
  2. Fill in the reimbursement form, indicating reimbursement method and information.
  3. Applicant must submit receipt together with reimbursement form and 2-3 group activities photos to Dean of Students' Office, Tsang Shiu Tim Building, United College OR by sending email to [chilliestam@cuhk.edu.hk](mailto:chilliestam@cuhk.edu.hk).
  4. All reimbursement form for UC Mentorship Programme 2021-2022 must be submitted on or before 31 July 2022.

For enquiries, please contact Miss Chillies Tam (3943-1948/ [chilliestam@cuhk.edu.hk](mailto:chilliestam@cuhk.edu.hk)).