

HONG KONG BAPTIST UNIVERSITY

Memorandum

To: Ir K. C. Lee, Representative of Staff Team
From: Prof. Yiu-Kwan FAN,
Chairman, Coordinating Committee of 50th Anniversary Celebration Programme
Ref: 2005/16 November/50/024 (M)
Date: 16 November 2005

Proposed Activities for HKBU 50th Anniversary

Thank you for the activity proposals submitted by the Staff Team. There has been a huge response from University Departments and Schools to the invitation to suggest activities and events to commemorate the 50th Anniversary, with some 100 proposals received in all, including those put forward by your Team.

The Task Force on Screening Activity Proposals and the Coordinating Committee conducted screenings of these proposals in October and November, and the results are attached for your information. As a general principle, support is given to activities that enhance the image of the University and foster relations between the University and its partners. However, due to budgetary constraint, I am sorry to inform you that the Coordinating Committee suggests the Staff Team to solicit funding from other sources such as the Staff Welfare Fund to finance the activity.

For your information, the results of the screening will be passed to the Steering Committee for final endorsement on 28 November. Meanwhile, should you have any questions, please contact Ms. Ivory Chu, Programme Manager of the 50th Anniversary, by email at ivorychu@hkbu.edu.hk or by phone at ext. 7324.



Prof. Yiu-Kwan FAN

**Hong Kong Baptist University 50th Anniversary
List of Activity Proposed by Staff Team**

Supported Activity

Date	Activity	Organizing Unit	Budget (HK\$)	Funding Sought (HK\$)	Subsidy Allocated (HK\$)
2 nd Semester 06	身體力『衡』同樂日	Staff Team	20,000	20,000	0
Total					0

**HONG KONG BAPTIST UNIVERSITY
50TH ANNIVERSARY**

Rules for the Use of Subsidies

1. Organizing Committees are required to play a prominent role in activity monitoring in their respective areas and submit progress reports to the Coordinating Committee periodically.
2. All approved activities will be subject to monitoring by the Coordinating Committee which will report the progress to the Steering Committee regularly.
3. A special project-based account can be opened for certain large-scale projects or functions with the responsible person(s) designated as the budget holder(s) upon the approval of the Chairman of the Coordinating Committee. The budget holder should be a head of Department/Office of the University.
4. For programmes requiring small sums in subsidies (i.e. $< \text{or} = \$5,000$), funding can be allocated to a University account specified by the responsible persons upon approval by the Coordinating Committee.
5. Miscellaneous expenditures other than those included in items 3 and 4 above can be charged to the central account direct after being checked by the Programme Manager and approved by the Chairman of the Coordinating Committee. All expenditures must be supported by invoices or evidence of payment.
6. All approved funding must be used for activities endorsed by the Coordinating Committee related to the 50th Anniversary as listed in the applications on a prudent and reasonable scale. The Guidelines for the Use of Non-UGC Funds (as promulgated by the Finance Office on October 12, 2004) and all prevailing financial procedures, including those for purchasing, reimbursement, staff appointment and the like, should be followed in the use of the funding.
7. A final report and an end-of-activity financial statement should be submitted to the Coordinating Committee within two months upon completion of individual activities.
8. Unused funding should be reported and returned to the Coordinating Committee within two months upon completion of the activity.

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Activities Proposal Form

1. Application forms obtainable at http://www.hkbu.edu.hk/50th_Anniv should be completed and submitted to the Coordinating Committee via the Programme Manager not later than **30 September 2005** for first-round screening.
2. Please fill in one application form for each activity. A rough budget estimate and relevant supporting information, if available, need to be submitted together with the preliminary activity proposal.
3. First-round screening will be conducted by a task force set up by the Coordinating Committee comprising the Chairman, Secretary, and two elected members of the Coordinating Committee plus two/three senior academic staff as co-opted members. Results will be announced in **mid-October 2005**.
4. For activities given initial endorsement, comprehensive activity plans with detailed budget breakdown are required to be submitted to the Coordinating Committee by **7 November 2005** for final screening.
5. Final screening will be carried out by the Coordinating Committee and results will be announced by the **end of November 2005**.
6. For enquiries, please contact:
Ms. Ivory Chu, Programme Manager
Tel. No.: 3411-7324
Fax No.: 3411-7898
Email: ivorychu@hkbu.edu.hk

HONG KONG BAPTIST UNIVERSITY
Memorandum

To: Mr. K. C. Lee
Staff Team

From: Dr. Eddie Ho,
Chairman of Task Force on Screening Activity Proposals and
Deputy Chairman of Coordinating Committee of 50th Anniversary

Ref: 2005/2810/50/015 (M)

Date: 28 October 2005

Preliminary Screening of Activity Proposals for 50th Anniversary

Thank you for submitting the activity proposals to the Coordinating Committee for consideration. Responses from Departments and Offices were overwhelming and close to 100 proposals have been received. I am pleased to inform you that the Task Force on Screening Activity Proposals, set up by the Coordinating Committee, conducted preliminary screenings of the proposals on 13 and 24 October and suggested that initial approval be given to the activity proposed by the Staff Team. However, due to financial constraint, the Task Force would like to suggest that the Staff Team apply for staff welfare funds to organize the activity.

Upon approval of your proposal by the Coordinating Committee on 10 November 2005, the information will be passed to the Steering Committee for final endorsement on 28 November 2005. Should you have any questions, please contact Ms. Ivory Chu, Programme Manager of 50th Anniversary, by email at ivorychu@hkbu.edu.hk or by phone at 3411-7324.



Dr. Eddie Ho

c.c. Prof. Y. K. Fan, Chairman of Coordinating Committee of 50th Anniversary

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Activities Proposal Form
(for first-round screening)

1) Name of Activity:

身體『力衡』同樂日

2) Scope and Objectives:

Sports competition & fun days: Badminton, Volley Ball, Soccer, Tennis & Table-tennis

3) Targets and Expected Number of Participants:

100 participants and a number of audiences: alumnus and family members.

4) Implementation Plan:

a. Date/Period

Days between 05/06, 2nd Semester after Examination till mid of June

b. Collaboration with other parties (if any)

PE Dept, JSC and others sister institutions

5) Rough Budget Estimate (detailed breakdown can be submitted upon initial endorsement by the Coordinating Committee)

用具：5,000. (Bottle water, shuttlecocks, ping pong)

紀念品：10,000.

Venue Book Fee: 2,000. / Waived

Banner：2,000.

Misc.：1,000.

Total：20,000.

**6) Proposed Means of Soliciting Sponsorship OR
Funding Already Secured (if any, please specify the source(s) and the amount)**

Mr. Andy Lee, VPAS

7) Expected Income (if any)

Nil

8) Funding Being Sought (HK\$) (in view of budgetary constraints, please make efforts to trim the budgets or seek alternate sources of funding as appropriate; subsidies may be granted as top-up funds if deemed necessary.)

Submitted by: Mr. K. C. Lee (EO) Staff Sports Team Coordinator

Contact No.: x 5622

Email: kclee@hkbu.edu.hk

Date: Oct 5, 2005

Endorsed by _____ Date: _____

(Chairperson of the _____ Organising Committee*)

* *Please seek the endorsement by the appropriate Organizing Committee Chairperson:*

*Ms. Rosalind Chan, Chairperson of Academic Programmes Organizing Committee
(Tel: 3411- 2900; email: roschan@hkbu.edu.hk)*

*Dr. Chiu Chun Bong, Co-Chairperson of Fund-raising Organizing Committee
(c/o DUA: Tel: 3411- 7788; email: uao@hkbu.edu.hk)*

*Dr. Hung Hin Shiu ,Co-Chairperson of Fund-raising Organizing Committee
(c/o DUA: Tel: 3411- 7788; email: uao@hkbu.edu.hk)*

*Dr. Eddie Ho, Chairperson of Student Events Organizing Committee
(Tel: 3411-7883; email:sa@hkbu.edu.hk)*

*Ms. Angel Hon, Chairperson of Communication and Publicity Organizing Committee
(c/o DCPR: Tel: 3411- 7960; email: cpro@hkbu.edu.hk)*

*Mr. William Leung, Chairperson of Alumni Events Organizing Committee
(c/o DALR: Tel: 3411- 7877; email: alro@hkbu.edu.hk))*

*Dr. Amen Ng, Chairperson of Special Events Organizing Committee
(c/o Programme Manager: Tel: 3411-7324; email: ivorychu@hkbu.edu.hk)*