Application of Student Society Room
For the Period of 2024-2025

Notes of Application

Online application and the following supporting documents must be submitted to Office of Student Affairs (OSA) via Webform within two months from the issuance date of your latest affiliation letter OR on or before 21 July 2024, whichever is earlier. Late application of a full set of application materials would not be considered.

1. Eligibility
   Student societies, except Faculty/ Departmental/ Programme student societies, who have completed the affiliation procedures with a registration letter issued by OSA.

2. Required Documents

   1) Society Proposal (either in Chinese or in English, within 3 pages in A4 size, and in PDF with handwritten signature and society chop). Please refer to Appendix A for the guidelines on drafting the proposal.
      Remarks: Identical to the proposals submitted in last two years (if applicable) will have an impact on the evaluation of your society’s application.
   2) List and Photos of Necessary Equipment (Template 1)
   3) Most Updated Full Member List 2024

3. Student Society Room Allocation Guidelines
   Please refer to Appendix A for details.

For enquiries, please send an email to societies-enquiries@cuhk.edu.hk (For enquiries only, it is not an email to receive application).
Student Society Room Allocation Guidelines
For the Period of 2024-2025

Main Principles

- Society room usage period: 1 September 2024 to 31 August 2025.
- Result of application will be announced by mid-August 2024.
- Space and rooms are valuable with limited supply. They are University's properties.
- Societies are not guaranteed to have space or rooms in the University.
- The primary purposes of a society room are to provide a dedicated space for society committees to hold internal meetings, manage administrative matters and society operations, and to store necessary society assets or documents.
- Societies that have been previously allocated space or rooms do not automatically receive the same support and resources in the following school year.
- For societies with space or rooms in the current year, they are required to apply for resources allocation for the next school year.

Allocation Guidelines

1. **Society Proposal (Prepared by the Society, 40%)**
   In the proposal, the Society is required to demonstrate clearly for the following -
   - How having a dedicated society room will benefit the society members and the wider CU students or CU community?
   - Any special needs for the society room e.g. society assets storing, regular performance practicing?
   - Summary of past society activities/ performances, along with any supporting photos.
   - How the society room will be used to support the planned activities as referred to the Year Plan?
   - How does the Society envisage develop in 3-5 years?
   - How would the Society maintain the assigned society room and keep it clean and organized?
   - Other factors that the Society consider appropriate and valid to support the application.

2. **Nature of the Society (20%)**
   - Whether the nature and purpose of the Society contributes the University culture.
   - Whether Society needs a room to hold specific activities in the society room.
   - The potential for collaboration between the Society and the University.

3. **Number of Members (10%)**

4. **(For Current Tenants) Comply with User Agreement of Student Society Room (30%)**
   - Tidiness and cleanliness of the current society room.
   - Maintenance of the current society room.
   - Space occupied by the Society.
   - Any conflict or complaint received from neighbours.
   - Any violation to the Housekeeping Rules or Terms in User Agreement.

   OR

   **(For New Applicants) Special Needs for the Society Room (30%)**
   - Whether Society needs a room to keep and store specific equipment.
   - Space occupied by specific equipment.
   - Any new opportunities, insights and benefits to CU students or CU community.

**Total: 100%**
Please submit the list and photos of society necessary equipment in the following format. You may submit the form either in Word or in Excel file. The photo(s) should be clear with high resolution.

**List and Photos of Society Necessary Equipment**

**Name of Society: __________________________________________________________**

<table>
<thead>
<tr>
<th>No.</th>
<th>Necessary Equipment</th>
<th>Size</th>
<th>No. of Pieces</th>
<th>Photo</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>Safety Mat</td>
<td>60x60x4 cm</td>
<td>60</td>
<td></td>
<td>You may attached photo album <em>with description</em> or attach in the box, e.g. The mat is heavy and must be handled with care.</td>
</tr>
</tbody>
</table>

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2
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*End of Notes of Application*