

Chung Chi College Mentor Programme 2025 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, Mentor Buddy 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, mentor buddy 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. - Mentor Buddy who join the activity with his/her mentor can also be sponsored by the Scheme. - 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/mentor buddy/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 <u>3 photos</u> and the <u>original receipt(s)</u> . 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 / rachelfok@cuhk.edu.hk)

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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/cccmpsponsor2025>

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: _____

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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*