**Hong Kong Baptist University**

**Office of Student Affairs**

**Leadership Qualities Centre**

**HKBU Backpacker Learning 2022-23**

**Proposal Guideline**

**Requirement:**

1. Please indicate your name and student ID on the cover slide
2. Proposal should be submitted in **.pptx** format, and it should contain **NO MORE THAN 12 slides** in total
3. Submit your team’s **proposal** with **completed application form** to Ms. Helen Hui ([lqc@hkbu.edu.hk](mailto:lqc@hkbu.edu.hk)) by **9 Oct 2022 (Sun) 23:59** (All incomplete applications will NOT be processed)

**Guided content:**

1. Applicants’ Particulars
2. Project Background

* Briefly delineate some background information of your project
* You are highly recommended to include supporting data / statistics / articles / news in this part

1. Theme(s) & Objectives

* You should indicate **specific learning theme(s)** of your trip in this part. Please note that the proposal **MUST** be prepared in ***NOT MORE THAN TWO*** of the specific learning theme(s) below:

i) Community:

* You are required to name and elaborate specific community issue(s) common to Hong Kong, and explain how your project responds to the relevant issue(s). In such case, you should demonstrate the benefits that the trip can bring back to Hong Kong after visitation.

ii) Environmental, Social and Governance (ESG)

* You should gain a deeper understanding of ESG by visiting the destinations.

iii) Innovations

* The proposed destination should contain distinctive innovation areas worth visiting (e.g. farming, technology, social)

iv) Personal Development

* The proposed trip should bring in substantial personal growth. Some benefits can be brought to other HKBU students.

v) Others

* The learning elements in the trip can bring benefits to other HKBU students and/or to Hong Kong community.
* You should then enumerate the **project objectives** clearly (e.g. “To explore the daily educational practice through visiting local schools and education centers”), as well as **some work to be done before/during/after the trip to verify your learning objectives**

1. Features

* In this part, you must demonstrate the **uniqueness** of your project, and explain **the reasons for going to the proposed destination instead of other places** (For instance, if your team decided to go to South Korea to learn the sustainable farming system, you must assure the panel why you need to go to South Korea instead of staying in Hong Kong or going to other countries like Japan to learn the related techniques)
* For those who wish to do volunteer services during the trip, please indicate **the service target(s) and the number of expected beneficiaries**

1. Potential Overseas Partner(s)

* To ensure your safety while having merriment and rewarding experiences, you **MUST** have ***AT LEAST ONE*** overseas partner (e.g. international NGOs, community centers, local schools, etc.) for your project. If you fail to fulfill this requirement, the Office reserves the right to withdraw Sponsorship or/and request for reimbursement from the participant(s) on any possible expenses incurred
* It is reasonable that you might not be able to confirm at this moment, but you should state **the name and basic information** of the potential overseas partner(s). You are highly recommended to present the **screenshots** showing that you have asked the potential partner(s)

1. Detailed Itinerary

* Please outline a day by day itinerary of your project using the table below

Date of the project: dd/mm/yyyy – dd/mm/yyyy (xx days)

|  |  |
| --- | --- |
| Day 1 (dd/mm/yyyy) | |
| AM | *(Please specify the visiting places and related activities in this column)* |
|  |
|  |
| PM |  |
|  |
|  |
| Day 2 (dd/mm/yyyy) | |
| AM |  |
|  |
|  |
| PM |  |
|  |
|  |
| Day 3 (dd/mm/yyyy) | |
| AM |  |
|  |
|  |
| PM |  |
|  |
|  |

*\*Please follow this format if more rows are needed*

1. Budget Plan

* You should use the form below to illustrate your team’s estimated expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Unit Price**  **(in HKD)** | **Quantity** | **Total**  **(in HKD)** | **Sub-total per person**  **(in HKD)** |
| E.g. | Airbnb in Kyoto | 550 / room | 2 (nights) | 1100 | 550 |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. |  |  |  |  |  |
|  | Total | | |  |  |

*\*Please follow this format if more rows are needed*

1. Risk Management

* In this part, you should list out **any anticipated difficulties/challenges** during the execution of the project, and the **possible measures** you and your teammate(s) can take to overcome such obstacles