



## Regulation on organizing Fund-raising Activities

As solicitation of money is involved, approval from the Office of Student Affairs must be sought before any fund raising activity is to be carried out (either on or off campus).

1. Only **one** fund raising activity for the benefits of the applying organization will be allowed in each academic year. However, such limitation would not apply to activities held for charity purpose.
2. The "**Application Form for the Fund Raising Activity**" must be completed and submitted to the SA at least **1 month** in advance of the activity.
3. The student organization's financial statement of the past year, annual budget of the current year and the **detailed budget of the proposed activity** must be enclosed with the application form.
4. Favourable consideration would be given to activities with specific objectives, feasible plan and sound rationale.
5. Should the fund raising activity include any musical or dramatic performance, the Television and Entertainment Licensing Authority must be notified as early as possible. The activity organizers are to comply with the laws relating to copyright.
6. For walkathon, detailed schedule and the route map of the activity must be submitted to the Traffic Control Headquarters of the Royal Hong Kong Police Force for records.
7. For sales activities, please refer to the guidelines for sales activities on campus.
8. Copies of the following materials must be submitted to the SA at least **1 month** before the date of the activity for record:
  - a. all solicitation materials to the public or private institutions and individuals; and
  - b. all publicity materials related to the activity.**(N.B. all publicity materials must not carry any cigarette or liquor advertisements.)**
9. Except for the advisors of the applying organization, all University staff and members of the Board of Governors must not be approached for sponsorship.
10. The applying organization must not act through any outside agent or organization to raise fund.
11. Student organizations, which plan to hold activities in the AC Hall, may apply for rental sponsorship from the SA. The word "sponsored by Office of Student Affairs of Hong Kong Baptist University" must be printed on all publicity materials.
12. Student organizations are encouraged to hold joint-organization fund raising activities in order to minimize competition. The SA would consider extra financial support and special arrangements for such activities.
13. A detailed **financial statement** and a brief evaluation report on the activity, being confirmed by either the General meeting or the Executive Meeting should be submitted to the Sa within **1 month after the event**.