

HONG KONG BAPTIST UNIVERSITY

OFFICE OF STUDENT AFFAIRS

APPLICATION FOR HOLDING SALES ACTIVITIES ON CAMPUS

(Other than Sales Week)

Student Organizations applying for holding sales activities on campus should follow guidelines and rules as stipulated in the Manual for Student Activities at <https://sa.hkbu.edu.hk/cls/student-organizations-and-support/manual-for-organizing-student-activities>. Completed application form and an activity proposal should be submitted to Office of Student Affairs at WLB401, Shaw Campus, Hong Kong Baptist University or by email at sacla@hkbu.edu.hk at least 1 month prior to the start of the sales activity.

The following details must be submitted at least 2 weeks prior to the start of the sales activity.

- ✓ A complete list of the description of all sales items
- ✓ Any terms with any external parties including: (1) the names of the organization; (2) the benefit offered to the student organization(s) concerned; (3) the benefit/discount rate offered to students as a whole.

Section 1: (to be completed by the applicant)

Name of Student Organization: _____

Name of Person-In-Charge: _____

Position Held: _____ Contact No.: _____

Details of the Sales Activities:

Date: From _____ To _____

Venue: _____

Reasons for Holding Sales Activities: _____

No. of Sales Counters Anticipated: 1 2

Name of the President of the Student Organization

Endorsement & Stamp of the Student Organization

Section 2: (to be completed by staff advisor)

Name of Advisor: _____ Signature: _____
(Prof./Dr./Mr./Ms.)*

Department/Office: _____ Contact No.: _____

I (recommend/do not recommend)* the sales activities of the student organization.

Date: _____

Section 3: (to be completed by Office of Student Affairs)

Received & Approved/
Checked by: _____ Not Approved*
by: _____

Date: _____

Other comments: _____

* Delete whichever inappropriate