**Shaw College, The Chinese University of Hong Kong**

**Caring Heart Community Service Project Scheme 2023/24**

**Service Proposal**

**(No more than 15 pages including appendix)**

1. Project Name
2. Group Name (If applicable)
3. Amount of Subsidy Applied (HK$)
4. Personal Particulars of Project Coordinator

Name：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ﹝Chinese﹞ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_﹝English﹞

Major / Year：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Information of Group Members

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | English full name | Chinese full name | Student ID number | Major/Year | College | Role | Phone number | CUHK Email address |
| E  x  a  m  p  l  e | CHAN Tai Man | 陳大文 | 1155012345 | PACCN/2 | SC | E.g.: Coordinator/Treasurer/ Secretary /Photographer/Coordinator of activity 1 | 91234567 | 1155012345@link.cuhk.edu.hk |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
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| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

1. Service Background and Rationale
2. Service Objective

7.1

7.2

7.3

1. Cooperation Unit

Organization name:

Centre name:

Name of contact person (If applicable):

Position:

Contact number and Email address:

1. Service Target
2. Number of Service Target
3. Background and Number of Volunteers (Except the above group members)

Example: 20 students of Shaw College

1. Service Location

Example: Sham Shui Po (Local Project)

Province \_\_\_\_\_\_\_\_\_ Prefecture \_\_\_\_\_\_\_\_\_County (Mainland China Project)

Parish District (Macau Project)

City/County Township/County-administered city/District

(Taiwan Project)

1. Service Content and Schedule

13.1 Preparation

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Content | Schedule | Remarks |
| Example: Contact the cooperation unit | Discussion of service details | June 2021 |  |
| Recruitment of volunteers | Distribution of leaflets and sticking posters on campus | June – July 2021 |  |
| Recruitment of participants | Distribution of leaflets and sticking posters on campus | July 2021 |  |

13.2 Implementation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Content | Location | Schedule | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

13.3 Follow-up Actions (If Applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Content | Schedule | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Expected Achievement

14.1

14.2

14.3

1. Anticipated Difficulty and Solution

15.1

15.2

15.3

1. Evaluation Methods

16.1

16.2

16.3

1. Appendices
   1. Budget (All original receipts must be provided with the financial report)
   2. Preliminary cooperation agreement with the cooperation unit (If applicable)
   3. XXX

Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Project Coordinator：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_