



何鴻燊東亞書院
COLÉGIO DA ÁSIA ORIENTAL STANLEY HO
STANLEY HO EAST ASIA COLLEGE

Organization of student activities

1. Students draft activity proposal and discuss with academic staff.
2. College staff prepare e-proposal and reserve budget (if applicable) for the activity.
3. The College Master or his/her delegate approves the proposal.
4. Students may proceed to organize the activity and to purchase according to the approved budget (if applicable).
5. Students submit activity report and receipts/supporting documents for reimbursement within a designated timeline given by the Residential College after the activity is completed.