



張崑崙書院
COLÉGIO CHEONG KUN LUN
CHEONG KUN LUN COLLEGE

Organization of student activities

1. Students discuss the activity idea with academic staff.
2. After the academic staff agrees with organizing the activity, students may draft the activity proposal.
3. Students submit activity proposal to academic staff at least 15 working days before the activity.
4. Academic staff sends the activity proposal to general office.
5. General office prepares e-proposal and reserve budget (if applicable) for the activity.
6. The College Master approves the proposal.
7. General office announces to the students of the approval result via email.
8. Students may proceed to organize the activity and to purchase according to the approved proposal (if applicable).
9. Students submit activity report and receipts/supporting documents for reimbursement within 15 days after the activity is completed.