**Rance Lee Mentorship Programme**

**Activity Fund for Mentorship Gatherings**

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| **Objectives:** | The fund is set up for encouraging mentors and mentees to meet up for learning and/or service. |
| **Examples of Activities:** | Lunch/dinner meetings, movies and performances, sports activities, visits |
| **Eligibility:** | **At least one mentor** and **two student mentees** participate in the activity.  |
| **Funding Amount:** | A maximum of $**3,000** per group per year |
| **Reimbursement:** | Complete an activity report with at least **5 photos** and submit it together with original receipts |
| **Enquiries:** | Miss Sonia Yu (soniayu@cuhk.edu.hk / 3943-3937) |

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| **Group Name:** |  |
| **Full Name of Payee:** |  |
| **Student ID of Payee:** *(if applicable)* |  |
| **Payment Method:**🞏 Paid by Crossed-cheque\* | Address for mailing cheque: |  |
|  |
| 🞏 Bank auto-pay | Name of Bank: |  |
|  | Bank Account Number: |  |
| **Date of Report Submission (DD/MM/YY):** |  |

***\* All issued crossed cheques will be directly sent to the payee with address provided above, therefore please provide DETAILED mailing address.***

**Note:**

* Please submit this report together with 5 photos within two weeks after completion of the activity.
* The photos should be taken during the activity and the participants should be seen in these photos.
* The subsidy will be reimbursed upon completion of the activity and submission of report and original receipts.
* The group may be invited to give an oral presentation/ sharing of their activities in College event(s).

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| **Activity Date (DD/MM/YY):** |  |
| **Activity Time:** |  |
| **Activity Venue:** |  |
| **Name of Activity (English):** |  |
| **Name of Activity (Chinese):** |  |
| **Activity Description / Sharing *(150-200 words)*:** |  |
| **Photos:** | **Please send 5 ORIGINAL photos (at least 1MB per photo) which were taken during the activity to** kathyfong@cuhk.edu.hk **within two weeks after completion of the activity.** |

**List of Participants**

*Please add more rows if necessary*

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| **Mentor / Mentee** | **Full English Name** | **Signature** |
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