

unicef*Club* Activity Proposal

Please submit the form 1-month before activity, by email to club@unicef.org.hk.

School Name: _____
Student: _____ Position: _____

Detail of Activity

Activity Name: _____
Nature: _____ Education / Advocacy / Fundraising _____ If fundraising, how much? _____ HK\$
Date: _____
Time: _____
Location: _____ No. of Participant: _____
Target: _____ Student / Teacher / Parents / Others please specify: _____
Promotion: _____ Assembly / School Announcement / Poster / Notices / Intranet / Facebook /
Others please specify: _____

Description:

Objective:

What, if any, extra involvements and supports will you require from UNICEF HK?

Declaration

☐ This activity has been approved by Teacher-in-charge (Name: _____)

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Budget for Activity

			Apply Sponsorship from UNICEF HK	
Items	Descriptions	Amount (HK\$)	Amount Applied (HK\$)	Amount Approved (Fill in by UNICEF HK)
Promotion				
Stationery				
Logistic				
Souvenirs				
Miscellaneous				
Others				
Others				
Total				

Remarks: Please keep all original receipt(s) for reimbursement.

Materials Support for Activity

Date of Collection: _____ Date of Return: _____

(Please refer to the [Activity Materials List](#))

			Request Materials from UNICEF HK	
Quantity	Item	Code	Quantity Approved	Date of Return
			(Fill in by UNICEF HK)	

(To be filled by UNICEF HK)

UNICEF HK's advice on the activity:

(Name of Approver) _____ approved this activity

UNICEF HK's stamp

Signature :