

**Law Sun Service Learning Fund
Final Report Guidelines and Format**

(Updated on 13 December 2019)

A. Project Information

1	Project Title:	
2	Project's Website:	
3	Project's Facebook:	
4	Project location:	
5	Total Number of HKU Participants:	

(Please also fill in Appendix 3 - List of Project Participants and submit it with the report)

6 Project Timeline

	Proposed	Actual	Date of Approval by CEDARS (must be quoted)
Project Start Date (dd-mm-yyyy)			
Project Completion Date (dd-mm-yyyy)			
Duration (<i>in months</i>)			

7 External Partner Organisation(s)

	Name of Partner Organisation	Location of Partner Organisation	Role and Contribution of the Partner Organisation in the Project (* Must be answered by Student KE Project team)
e.g.	Happy Family Foundation	Mainland China	Provide venue for all the activities, and help recruit service recipients
1.			
2.			
3.			
4.			

B. Project Details

1 Type and Number of Targets Served

	Name of Activity/Programme	Types of Targets Served	Number of Targets Served
e.g.	English teaching	Children in orphanage	150
1.			
2.			
3.		Total	

2 Project Objectives

2.1 List of project objectives

	Original Objectives (please list out)	Revised objectives (please list out)	Reason for change(s) (please explain in 50 words)
1.			
2.			
3.			
4.			
5.			

2.2 Realisation of project objectives

	Objectives (please list out)	Percentage achieved (please estimate)	Strategies or Means of achieving the objectives	Reasons for not fully achieving the objectives (if applicable) (please explain in 50 words)
1.				
2.				
3.				
4.				
5.				

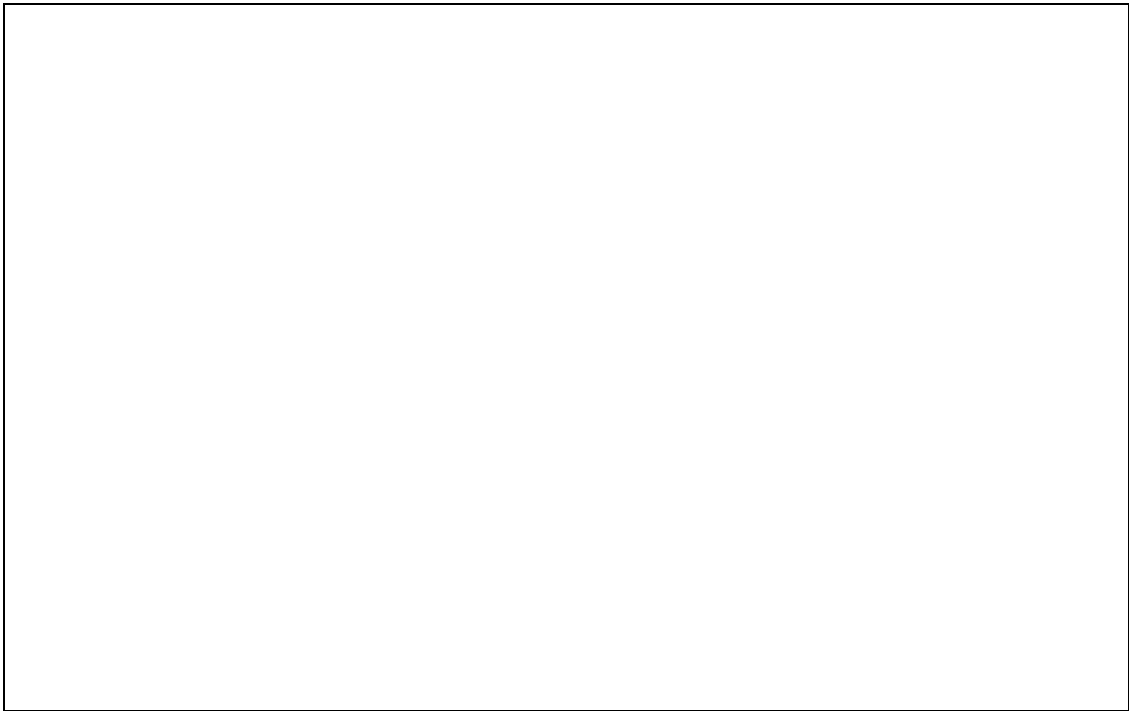
3 **Project Activities and Outcomes**

For **each activity** under the project, please provide:

- Date, time, duration and venue of the activity
- Description on the service content, execution and implementation strategies and activity outcomes
- Number of HKU students participated
- Number and type of service recipients
- Methods to collect the feedback of HKU students and service recipients
- Findings of the feedback

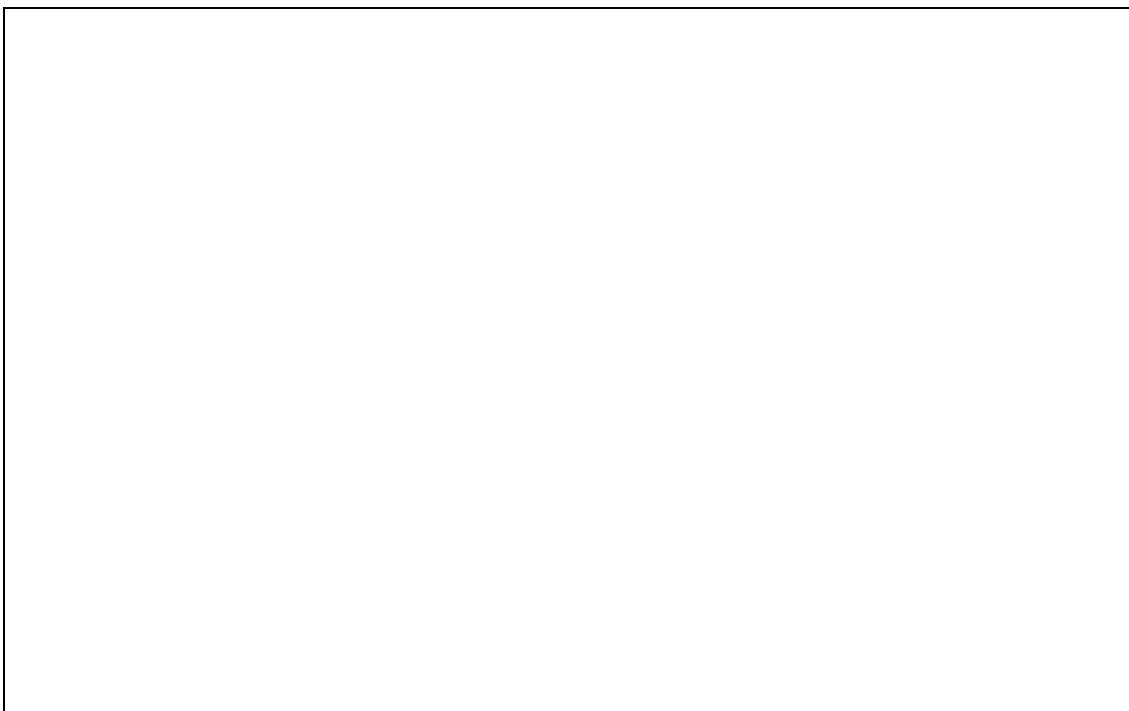
(Please add additional sheets if the space is not enough)

4 Overall Project Outcomes



5 Overall Project Evaluation (400 words)

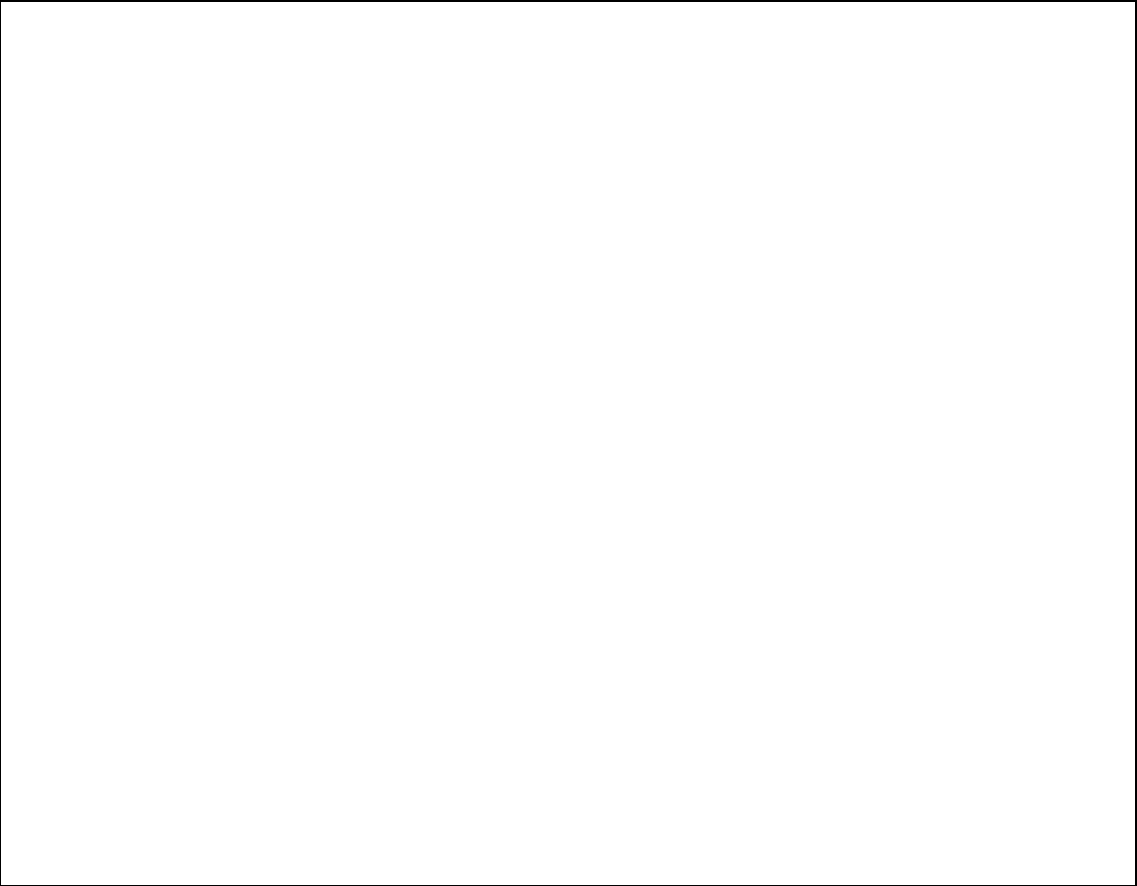
- What are the impacts of the project on HKU students and service recipients? How they are measured?
- What are the impacts or contributions of the project on the community being served? How they are measured?
- What are the major outcomes and achievements of the overall project and how do they meet the project objectives?



6 Other project deliverables and impact (e.g. news reports, press interviews, awards or prizes locally or internationally, etc.)



7 Further Developments / Sustainability of the Project



8 Ways of disseminating the project results and outcomes to HKU community and society at large

9 Income and Expense Summary

9.1 Income Source(s) and Amount
 Please list out all sources of funding, including programme fee, contribution by participants, sponsorship, donation, other types of grant etc.

	Income Source	Amount (HK\$)
e.g.	Donation from ACB Company	\$50,000.00
1.		
2.		
3.		
4.		
5.		
	Total	

9.2 Approved Budget and Actual Expenditures

Please list out all the categories of expenditure, their budget, approved grant amount by CEDARS and actual expenses.

	Categories	Budget (HK\$)	Approved Grant by CEDARS (HK\$) (Put "\$0" if there is no grant from CEDARS)	Actual Expenses (HK\$)
e.g.	Flights and Accommodation of 15 HKU students	\$70,000.00	\$15,000.00	\$10,000.00
e.g.	Gifts for Guests	\$3,000.00	\$0.00	\$2,500.00
1.				
2.				
3.				
4.				
5.				
	Total			

9.3 Surplus / Deficit * : \$ _____

In case of any surplus, please state how it will be used:

* Deleted as appropriate

10 Bank Account Information of Project Coordinator (For reimbursement purpose)

**** The bank account must belong to the Project Coordinator.on the Award Letter****

Name of Bank: _____

Name of Account Holder: _____

Bank Account No.: _____

UID: _____

Address of Account Holder: _____

11 Please also submit the following items with this report via email to Ms Helen Wong of CEDARS – Student Development (helenwmk@hku.hk):

- 11.1 A full list of HKU student participants (using Appendix 3)
 - 11.2 An additional full report of the project if available
 - 11.3 Itineraries of pilot trip and service trip(s)
 - 11.4 Samples of project materials
 - 11.5 A video and/or photo CD of all project activities (each photo must be at least 1MB)
 - 11.6 Publications, or samples of promotion and publicity materials produced by the project team (if any)
 - 11.7 Three learning journals of HKU participants in English
 - 11.8 A financial report which must include all income source(s) and amount (including programme fee, contribution by participants, sponsorship, donation, etc.), and all expenditure items and amount which must be listed according to the approved expenditure categories on the Award Letter. In case of any surplus, please state how it will be used.
 - 11.9 All the receipts of expenditures. If the project takes place outside Hong Kong, copies of boarding passes of flights, train tickets and/or bus tickets of all participants must be provided.
- 12 After checking the above materials submitted by email, CEDARS will contact you to collect the original receipts of expenses, video and/or photo CD and the signed report in due course.**

C. Signatures of Faculty Advisor and Project Coordinator

Faculty Advisor

Signature: _____

Name: _____

Date: _____

Project Coordinator

Signature: _____

Name: _____

UID: _____

Date: _____