

**Yang Tuck Ming and Wong Fung Ying Service Learning Fund
(Second Semester 2018-19)**

Progress Report

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	Revised	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
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 Project Objectives

If there is change to your original project objectives, please fill in both 1.1 and 1.2.
If there is no change to your original project objectives, please fill in 1.2 only.

1.1 Changes made to project objectives

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

1.2 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				

2 Project Activities and Outcomes Carried Out during the Reporting Period

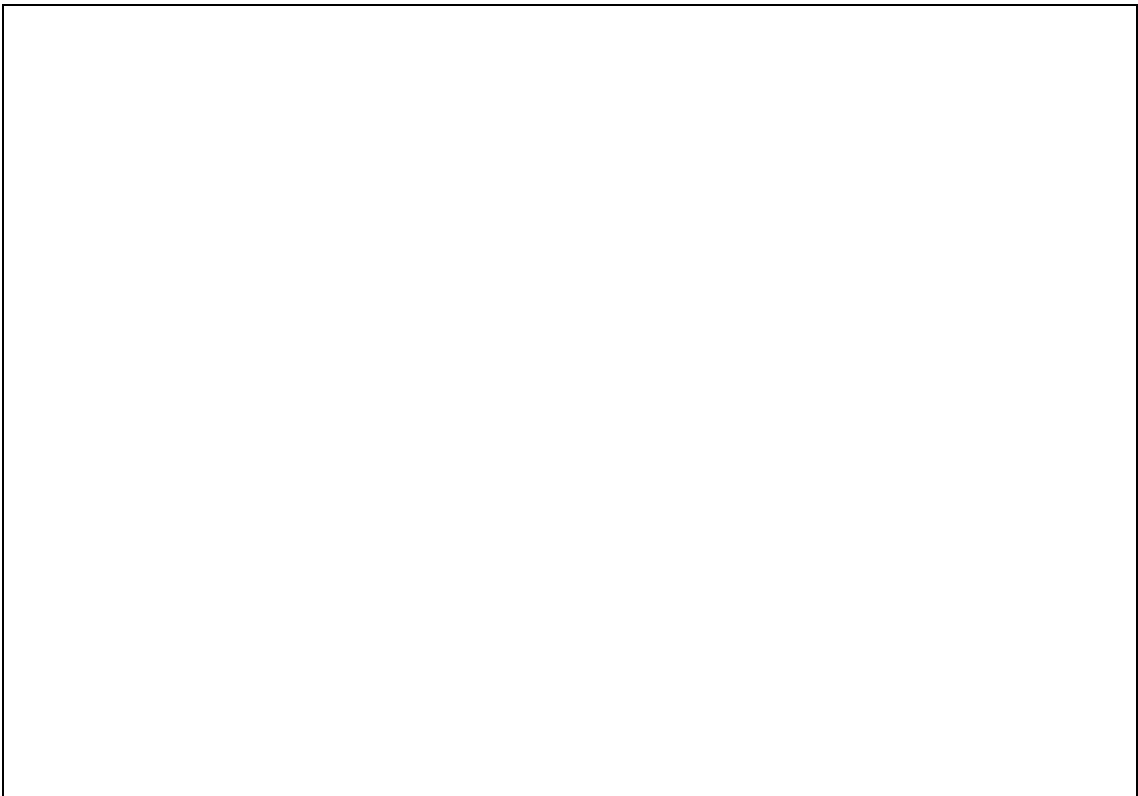
For each activity under the project, please provide:

- A description (e.g. date, time, venue, objectives)
- Execution and implementation strategies
- Activity outcomes
- Methods to collect the feedback of HKU students and service recipients
- Findings of the feedback
- Number of HKU students participated
- Number and type of service recipients

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

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

A large, empty rectangular box with a thin black border, intended for describing other project deliverables and their impact.

4 Income and Expenditures during the Reporting Period

4.1 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.		
	Total	

4.2 Approved Budget and Actual Expenditure

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			

5 Please send the completed progress report with the following items to Ms Audrey Kam of CEADRS via email (kamow@hku.hk):

- 5.1 The revised list of HKU student participants (using Appendix 3), if any; and
- 5.2 Tentative itinerary of pilot trip and service trip if the project is organised outside Hong Kong

C. Signatures of Faculty Advisor and Project Coordinator

Faculty Advisor

Signature: _____

Name: _____

Date: _____

Project Coordinator

Signature: _____

Name: _____

UID: _____

Date: _____