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**Application for**

**General Team Assistance Scheme**

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| ***Notes for Applicant:***   1. *This form is to be completed by the Person-in-charge.* 2. *Personal data provided in this form will be used only for processing the application and administrative matters.* 3. *The completed application form with the relevant documents should be submitted to the General Team Assistance Scheme (GTAS) Administrator before deadline or at least 6 weeks in advance for ad hoc application.* 4. *For assistance or further information, please seek advice from GTAS Administrator**via email* [*ssa@ust.hk*](mailto:ssa@ust.hk) *or call 2358 6658.* | | | | | |
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|  | *\* Delete where inappropriate* | | | | | | | | | | | | | | | |
| **A.** | **Particulars of Student Group, Team and Applicant** | | | | | | | | | | | | | | | |
| Name of Society: | | | | |  | | | | | | | | | | | | |
| Name of the Team *(if applicable)*: | | | | | | | |  | | | | | | |  | | |
| No. of Team Members: | | | |  | | | | | | | | | *(Please attach with the team member list)* | | | | |
| Name of Applicant: \*Mr /Ms | | | | | | |  | | | | | | Position: |  | | | |
|  | | | | | | (Surname) (Given Name) | | | | | | |  | | | | |
| ITSC email: | |  | | | | | | | | | | | Mobile No. | |  | |
| **B.** | **Particulars of Proposed Competition/Performance** | | | | | | | | | | | | | | | |
| *(Please attach pamphlets, information booklets or relevant material(s) if available.)* | | | | | | | | | | | | | | | |
| Name of \*Competition/Performance: | | | | | | | | |  | | | | | | |
| Organizer(s): | | |  | | | | | | | | | | | | |
| Date(s) of \*Competition/Performance: | | | | | | | | | |  | | | | | |
| *(Give the month of last year’s competition if schedule is not yet available. Inform SSA when the date is confirmed. Team Assistance may be reviewed/terminated subject to confirmation of event details.)* | | | | | | | | | | | | | | | |
| Venue of Competition/Performance: | | | | | | | | | |  | | | | | |
| No. of registered members for the Competition/Performance: | | | | | | | | | | | |  | | | |
| Objective(s) of the Competition/Performance: | | | | | | | | | | |  | | | | |
| 1. |  | | | | | | | | | | | | | | |
| 2. |  | | | | | | | | | | | | | | |
| Benefits to be gained from participating in the Competition/Performance: | | | | | | | | | | | | | | | |
| 1. |  | | | | | | | | | | | | | | |
| 2. |  | | | | | | | | | | | | | | |

This is an  Inter-varsity level competition.

OR

open to all performance.

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| **C.** | | **Particulars of Team Assistance Budget Proposal** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | | | **Instructor Fee** covering team practice: | | | | | | | | | | | | | | | | | |  | | | | |  | |
|  | | | Training period from |  | | | / |  | | / |  | | | | to | |  | / |  | | | / |  | on (every) | (every) (week)  (Week) w( (Week) | | | |
|  | | | Time | From | | | 8 | | | | | | | To | |  | | | |
|  | | | No. of week(s) of practice | | |  | | | x | (max. 2) | | | | | hrs per week 1 | | | = |  | | | hrs | | | |
|  | | | No. of hours required on day of competition/performance | | | | | | | | | | | | | | | = |  | | | (max. 8) hrs | | | |
| **Total no. of hours** | | | | | | | | | | | | | | | | | | |  | | | **hrs** | | | | | | |
|  | | | | |  | | | | | | |  |  | | | | | | | | |  | | | |  |  | | | |
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| Expected Training Schedule | | Month | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| No. of Training Days |  |  |  |  |  |  |  |  |  |
| *(Please attach with the confirmed venue booking form. The instructor’s appointment will not be confirmed until the confirmed venue*  *booking is received.)* | | | | | | | | | | | |

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| **2.** | | **Team Uniform & Registration Fee** | | | | | | | | | |  |
| a. | | |  | set(s) of **uniform** | x | $ (max. $120) | / set | = | HK$ (max. $2000) | |
| *(Please attach with sketch of uniform design and list of registered team members, if available.)* | | | | | | | |  |  | |
| b. | **Registration Fee** for competition/ performance proposed in item B  *(Registration Fee can only be reimbursed upon presentation of relevant receipts and a team photo taken during competition/performance.)* | | | | | | | = | HK$ | |
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| **D.** | **Particulars of Appointed Part-time Instructor** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: \*Mr/Ms | (Surname) (Given Name) | | |  |  |
|  | *(English)* | | | *(Chinese)* | |
| Mobile Phone: |  | Email Address |  | | |

**Documents required:**

*(Please attach all required documents. Application will NOT be processed if missing of any information/documents required.)*

For first time appointment:

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| - | 1. [HKUST Job Application Form](https://dst.ust.hk/upload/studentactivities/job_application_form.pdf) 2. [Personal Information Record Form](https://dst.ust.hk/upload/studentactivities/personal_information_record_form.pdf)  3. Photocopies of document proof of qualifications and experience 4. Photocopy of HKID card  5. Valid work visa/permit (if applicable) |  |  |  |  |
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For re-appointment: (The instructor was officially appointed by the University in last academic term):

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|  | [Personal Information Record Form](https://dst.ust.hk/upload/studentactivities/personal_information_record_form.pdf) |  |  |  |  |

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| **E.** | **List 1-3 Activity Course(s) that your Society will offer to all students, preferably in English** | | |
|  | *(Please attach with Application Form for Assistance in Organizing Student Activity Courses and proposal(s). Application may not be*  *considered if there is no Activity Course(s) offered by your Society.)* | | |
| 1. |  |
| 2. |  |
| 3. |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Signature of Applicant: |  | | Date: |  | Society Chop: | |  |
| Endorsed by GTAS Administrator: | |  | | | Date: |  | |