**College Activity Promotion SOP**

2021-05-04

Note: This SOP is applicable to college activities, which is open to all CKPC students.

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| Procedures | Responsible parties |
| AS | SL |
| Step1: Informing CKPC office about details of activity (e.g. date, time, location) after RF’s approval\** HA: at least 15 days before the activity
* RA/RT: at least 15 days before the activity

 \* RF will decide whether the activity can be considered as college activity |  | ✓ |
| Step2: Asking for assistance from CKPC Office* Students may ask for assistance from office to promote their activity (e.g. poster, email) but the request should be made at least 7 days before the activity
* Office will assign a trainee to design a poster for the activity per request. The main contents in the poster are title, date, venue, brief description, registration form, and CKPC score logo if counted toward participation score. The poster should have English.
 | ✓ | ✓ |
| Step3.1: Advertising college activity in CKPC* Office will send an activity promotion email to all CKPC students every week
* After the distribution of the weekly promotion email, office trainee will post the posters in the elevators and corridor board. They should also remove expired posters from there.
* After the distribution of the weekly promotion email, office trainee will promote the activity information and poster for activities organized by CKPC office through Wechat group. This includes for example seminar/tour, cooking class and other college workshops, etc.
* Students can promote their activities through social media platforms (e.g. Wechat, Facebook)
* Students can post their posters in the designated area (e.g. elevators and corkboards) after receiving permission from office
 | ✓ | ✓ |
| Step3.2: Advertising college activity in UM* Send notifications to CKPC Affiliates/Fellows/Friends, CYTC, LCWC every month
* Update the activity calendar on CKPC official website
* Post advertisement on UM Bulletin
 | ✓ |  |
| Step4: Concluding the promotion procedures* Remove posters and other promotion materials in common area after the activity is completed
 |  | ✓ |

Note:

1. AS: admin staff
2. SL: student leaders