**SOP for application of student-initiated activities**

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| Step | Description | Remark |
| 1 | At least 10 working days before the proposed activity, student leaders (RT, RA, HA) submit their activity proposal to their respective supervising RF. For non-student leaders, they submit their activity proposal to their RF based on their CPED classes.  |  |
| 2 | RFs review the proposal and provide advice for further adjustment. If no adjustment is needed, RF will submit the proposal to admin staff for budgeting and prepare e.proposal for approval.  |  |
| 3 | Master or delegation of power approves, rejects or requests revision on the proposal. |  |
| 4 | Student is informed of the approval and starts preparation of the activity (including procurement, promotion, logistics, venue reservation, planning and execution of the activity). |  |
| 5 | Student records attendance on the event day on RC web and submits attendance record to office to input in our recording system. |  |
| 6 | For some activities, student submits activity video, photos and brief description as conclusion. |  |
| 7 | Student submits invoices or receipts to admin office for reimbursement. |  |
| 8 | Office examines the invoices and receipts and handle reimbursement for the student. |  |

\*Please add new rows if necessary.