Application for Organizing Student Activities/Events

江苏大学海外教育学院留学生活动计划书

*Jiangsu University Overseas Education College*

*江苏大学海外教育学院*

***Applications to be submitted at-least 10 working days ahead of the event***

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| **Organizer**  **/Association(s)** |  | **Applicant Name**  **& Relation with**  **the Association** |  |
| **Mobile** |  | **Student ID** |  |
| **Name of Event** |  | | |
| **Date of event** |  | **Venue** |  |
| **Starting Time** |  | **Ending Time** |  |
| **Person**  **in-charge of the Event** |  | **Publicity in-charge**  **(notices & news)** |  |
| **Number of**  **Expected Participants** |  | **OEC Laoshi or**  **Patron to be Present at the Event** |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Organizer/President of Association)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Advisor/Patron)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Introduction of Event/Activity** |
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| **Purpose and Mission** |
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| **Program Schedule** |
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| **Publicity Methods** |
| OEC WeChat, Posters, Banners, other methods.  *Notice and/or News should be submitted to Olive Media. If you wish Olive to cover your event, please inform Olive atleast 3 working days ahead. News should be submitted with-in three working days after the event.* |

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| **Target Participants** |
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| **Budget and required equipment/material** |
| Funds: □Through Entry Fees □Association Funds □Requesting from OEC  List of Equipment Required:  Budget:  *OEC will evaluate the event requirements and finalize the budget/equipment to be allocated. All re-imbursements and accounts for the events should be cleared with-in three working days after the event.* |

*Organizing the events in the benefit of the student body implies to the success of the associations’ mission. All aspects in the managing the event, including the number of events, accuracy and timing of publicity will account to the annual “comprehensive evaluation and ratings of the associations”*

*PS:*

*1. Associations may organize own events or may also cooperate with other associations.*

*2. Proposals for organizing any events should be submitted at least 10 working days ahead. Proposal shall include details and mission of event and expected participants.*

*3. Proposal should be submitted UISA organizing secretary and preparations may start after approval from OEC.*

*4. It is mandatory that at-least one OEC staff or the association patron to be present during the event.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Organizer/President of Association)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Advisor/Patron)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please print two copies of this application.*

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***For office use only:***

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| ***Final Statements:***  ***Confirmation on date and venue:***  ***Signature:***  ***Date:***  ***Stamp of Student Affairs:*** |