

THE CHINESE UNIVERSITY OF HONG KONG
I·CARE Social Service Projects Scheme 2020-21

Notes on Project Implementation and Completion

Acknowledgment

1. The project is supported by the I·CARE Social Service Projects Scheme administered by the I·CARE Centre for Whole-person Development (hereinafter called “I·CARE Centre”). Please bear the logo of the I·CARE Centre on all promotional/ publicity materials and project website whenever appropriate. (To ensure better quality, please use the AI file for production while the jpeg file is for color reference only.)

Financial Arrangement

2. All expenses will normally be granted on a reimbursement basis after completion of the project. All items of expenditure must be supported by original receipts. In the absence of a receipt, justifications must be provided for approval.
3. A **financial report** indicating the amount incurred and that approved by the I·CARE Centre should be submitted alongside the receipts.
4. **Procedures of reimbursement** (for student groups):
 - a. The I·CARE Centre will perform pre-screening to check whether all items being claimed by the group are reimbursable.
 - b. The group should scan all receipts and send, with the financial report, to the I·CARE Centre via email.
 - c. The I·CARE Centre will indicate to the group whether all costs are reimbursable.
 - d. The group should submit complete information about the payee’s bank account to the I·CARE Centre for the sake of reimbursement.
 - e. All genuine version of the accepted receipts should be adhered on A4 papers (recycled single-sided papers are acceptable). The group should reference each receipt (e.g. Transportation no.1) and arrange them in numerical order.
 - f. Only receipts on which the amount are clearly recognisable will be accepted for reimbursement. The group is strongly advised to make photostats of the receipts (especially those printed on rolled thermal paper) once they are issued for reference.
 - g. The group should bring the financial report and all accepted original receipts to the I·CARE Centre right afterwards.
 - h. After the whole set of documents for reimbursement is endorsed by the I·CARE Centre, a payment voucher will be generated. The group is responsible for seeking the signature of the project advisor on the payment voucher and returning the original copy to the I·CARE Centre.
 - i. Reimbursement will then proceed.

5. All documents for reimbursement must be handed in to the I·CARE Centre within one year from the project commencement date. Late submission without official approval will not be accepted for processing.

Report and Presentation

6. A **final report** should be submitted within one month from the project completion date.
7. This report should be about the project and its results, as well as contain 8-10 photographs taken during the services. The photographs should be in high resolution with corresponding captions in both Chinese and English.
8. This report should be in written form but can be in either Chinese or English.
9. For the project that lasts more than six months, an **interim report** is required. This report should be submitted within one month after the first half of the project duration e.g. if the project lasts from January to September, the interim report should be submitted by the end of May. (An interim report may be required at one or more stages).
10. Softcopy of both interim and final reports should be submitted via email.
11. The submitted materials may be used by the I·CARE Centre on its websites, publications or events, etc. Prior consent for applying these materials to publicity purpose should, therefore, be obtained from the persons involved in the photographs.
12. A financial report should be submitted together with the final report.
13. Participating students are required to attend presentations, annual symposium, public forum (e.g. a collegiate assembly or a conference) and the closing ceremony of the Scheme, and may be invited to attend press interview and press conference. Details of presentations will be provided when necessary.
14. The **template** of the interim and final report is available at the I·CARE Centre's website: <http://www.icare.cuhk.edu.hk/post/i-care-social-service-projects-scheme-2020-21>.

Responsibilities and Ethics

15. The major role of the I·CARE Centre in the Scheme is “funding agent”. It also performs partial advisory and monitoring duties over the projects. However, it is not obligatory to be responsible for the coordination of logistics such as inviting guest speakers and/ or trainers, booking activity venues and facilities, and coordinating activity promotion and recruitment.
16. Organisers are reminded to be cautious about ethical issues during the implementation of

their projects e.g. confidentiality and privacy of the participating students and the beneficiaries should not be breached. Beneficiaries should not be forced to get involved in the projects and they have full rights to withdraw at any time. Above all, the project carried out by the group must abide by Hong Kong Law.

17. Safety of any type of participants should take priority over other things during all activities of the project.