***Activity Proposal SOP***

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| --- | --- | --- | --- | --- |
| Procedure | Responsible parties | | | |
| AS | RF | MST | SL |
| Having a thought to organize an activity. |  |  |  | ✓ |
| Preparing   * Planning and writing the proposal at least 21 days before the activity date; * A proposal should include the title of the activity, date, time, location, organizers with contacts (email, phone number, student ID number) , estimated number of participants, objectives, description, and budget; * The student leaders should check the CKPC Event Page (https://ckpc.rc.umac.mo/events/) for potential time conflict with other CKPC activities   Note: For the details of proposal writing, please refer to the proposal template. |  |  |  | ✓ |
| Proposal checking by RFs   * Student leaders should submit the proposal to RFs at least 16 days before the activity date; * Please check text spelling and grammar before submitting the proposal; * When student leaders send the email, please name the email title as “ proposal\_(activity title)” and c.c. other organizers; * RFs will forward the proposal to financial staff and c.c. the student leader (organizer) by email ; * If there are contents that need modification, RFs will send the recommended changes to student leaders. Student leaders should follow RFs’ recommendations to revise the proposal. * Student leaders should check the progress if there is no response two working days after submitting the email. |  | ✓ |  | ✓ |
| Budget checking by financial staff   * Financial staff will forward the proposal to Master if the fund is available ; * If it is not available, financial staff will contact the organizers and discuss the budget issue. The organizers may either revise the proposal or cancel the activity. * Student leaders should check the progress if there is no response two working days after RFs passing the proposal to financial staff; | ✓ |  |  | ✓ |
| Approval by Master   * Staff will notify the organizers about the result from the Master; * Student leaders should check the progress if there is no final response a week before the activity date; | ✓ |  | ✓ | ✓ |
| After the approval by the Master, student leaders can start to prepare for the activity. |  |  |  | ✓ |

Note:

1) AS: admin staff; SL: student leaders; MST: Master; RF: Resident Fellow