Guidelines for Organizing Student Activities

Use of the Name and Logo of the University
Use of the name and logo of the University is governed by the Ordinance of HKUST which is part of the laws of Hong Kong, and must have prior approval of the University Council. Enquiries on the use of the name and logo of the University should be directed to the Student Affairs Office, which will assist in channeling applications, if any, to the appropriate authorities.

Fund Raising
It is important to note that the use of the services of an outside agent or organization for fund raising or publication purpose can easily lead to undesirable consequences. Student societies are strongly advised against such a method for raising funds.

Furthermore, money matters, if not handled properly, may adversely affect the fair name of the student society and that of the University.

Please click here for the Guidelines for Fundraising.

Sponsorships & Contracts
Activity organizers are advised to pay extra care to the following related to sponsorships and contracts:

1. Sponsorship should not involve any activity of commercial nature, for example:
   - distribution of product samples or free/discount service
   - promotion or marketing of a product or company
   - selling of any kind

2. Commercial corporate or product name should not be associated with or form part of the society/team name, or the activity name.

3. Do not commit in contracts that involve the use of campus resources or manpower.

4. Be prudent about personal data. You should declare the purpose and obtain consent when collecting, using or disclosing personal information.

5. Study the conditions and terms of a contract carefully, and be aware of the legal consequences of breaching or failing to fulfill the contract agreements.

6. Activity organizers should be cautious about sponsorships or arrangements that involve any commercial or promotional activities for or by outside organizations.

Career Activities
1. Student societies or groups are strongly recommended to consult the Career Center (saocc@ust.hk) if they would like to discuss their plans of organizing career education activities, such as interview workshop, career interest test or company visit. Career Center staff will provide advice, resources or assistance as deemed appropriate.

2. A note of caution: Given handling job postings and recruitment events require professional knowledge related to labour ordinances and immigration policies, such requests should be channeled to the Career Center (saocc@ust.hk) for follow-up.
**Personal Data Privacy**
Activity organizers should observe the Personal Data (Privacy) Ordinance (Cap. 486) which protects the privacy rights of a person in relation to personal data.

**The Principle of the Data Use**

Personal data must be used for the purpose for which the data is collected or for a directly related purpose, unless voluntary and explicit consent with a new purpose is obtained from the data subject.

Activity organizers/ data users are advised to prepare Personal Information Collection Statement and Privacy Policy Statement if collection of personal data such as email address is required. For more details and examples, please visit the links below:

*Guidance on Preparing Personal Information Collection Statement and Privacy Policy Statement*

*擬備收集個人資料聲明及私隱政策聲明指引*

**Sexual Harassment**
Sexual harassment is illegal and prohibited by *University Policy*.

As activity organizers, you have the responsibility to:

1. be sensitive to the feelings of the participants, and bear in mind that personal feelings are subjective;
2. avoid any activity, language as well as non-verbal behavior that could cause embarrassment or offended feeling as a kind of sexual harassment;
3. prevent or stop any behavior of sexual harassment during the activity.

**Publicity of Activities and Authorization**
Student societies are required to ensure that the campus should be kept clean, tidy, safe and orderly for all users at the time when they promote their event programs. Please take note of the following when publicizing activities:

1. All posters, promotion notices and printed publicity materials should be put up on approved locations only. DO NOT attach anything to painted surfaces, walls, windows, lockers and any public areas on campus. DO NOT use glue to stick promotion leaflets on surface.
2. All banners and publicity objects of any kind can only be put up in locations approved by the Director of Facilities Management. Applications should be submitted to the Facilities Management Office. Publicity objects in any approved areas should have their society chops on the surface before they are put up. Under normal circumstances, posters should be put up not more than two weeks before the event. Student organizers should undertake the removal of publicity materials immediately after the function is over.
3. Publicity materials and objects of any kind should not be displayed at the Piazza and all escalator railings except under special circumstances with prior approval by the Director of Facilities Management.
4. Student organizers are urged to consider environmental conservation and avoid putting up large numbers of posters for one single function. Activity promotion through electronic media is encouraged.

**Activities Involving Participants from Outside the University**
If the activity involves a large number of participants, prior discussion with the Student Affairs Office should be made to ensure that the University will make appropriate arrangements. Prior approval by the University must be sought for activities held on campus that involve the collection of fees from or sales of admission tickets to members of the public. Student activity organizers are advised to arrange insurance to cover outsiders participating in their activities. For the purpose of insurance, please note that alumni are considered as outsiders.
Overseas Activities
1. If your student society plans to organize activity outside Hong Kong, you must arrange travel insurance for the participants (including students and/or non-students) to cover medical, hospitalization and other expenses. You may consider the University's Optional Travel Insurance Plan on voluntary basis. For further information, please contact the Student Support and Activities Team (ssa@ust.hk). You may also consider other insurance plans of your own choice.

2. HKUST partners with an international ISOS, the leading travel health and safety assistance provider, to provide worldwide medical and security support for HKUST students. Before heading overseas, student activity organizers can review the medical and security information about the destination country for pre-trip planning. When overseas, and in need of medical or security assistance, students can contact ISOS for support. Please visit the ISOS website at https://www.internationalsos.com/en/ and enter the HKUST Membership ID: 07AYCA093635.

Alcohol-free Activities
Student activity organizers are advised that drinking is not encouraged in student activities. In particular, drinking is prohibited in Student Amenities Facilities and Student Halls. Do not provide or allow the consumption of alcoholic drinks in these venues or by anybody under 18 years old.

Legal Status
Until a student group/society is formally registered as a legal body, there are restrictions on the types of activities it can organize, notably those with which money and persons who are not members of the University are involved. Unregistered groups cannot have their own bank account, or publish materials for distribution to members of the public. Individual students may have to take legal and/or financial responsibilities for activities organized under the name of a student group/society which is not a legal body.

Insurance
Student activity organizers should read the Special Notes for Student Event Organizers on Insurance for Student Activities. Student activity organizers should consider arranging additional/appropriate insurance protection for activities participants (including students and/or non-students) if the Group Personal Accident Insurance and Public Liability Insurance are deemed inadequate or inappropriate to provide insurance protection required. For further information, please contact Scholarships and Financial Aid Office (SFAO).

THE 4 "S" IN STUDENT ACTIVITIES

1. SAFETY:
   - Always take precautionary measures during programming, designing games/competitions to protect the safety and physical well-being of all participants in an activity.
   - Make effective use of equipment, furniture and facilities in proper and safe manner.
   - Have contingency plans to cope with emergencies and unforeseeable changes such as bad weather.
   - Avoid any activities that may endanger personal safety.
   - Seek assistance from and report any unsafe condition to Security Office, Health Safety and Environment Office, or Student Affairs Office whenever appropriate.
   - Student activity organizers are advised to bring along First Aid Pack for off-campus activities. For enquiry, please contact the Student Support and Activities Team at (ssa@ust.hk).
   - Please read the HSEO Emergency Procedures.
2. **SECURITY:**
   - Be careful with your valuables, personal or society belongings and never leave them unattended to in any activity venues; organize someone to take care of valuables or delicate/expensive equipment during the course of an activity.
   - Take precautionary measures that your activity will not be intruded by those who are not your intended participants or audience.
   - If activities organized will involve large number of members of the public coming to campus, discuss with the Student Affairs Office beforehand to ensure that the University will be able to make appropriate arrangements to cope with the situation.

3. **SENSIBILITY:**
   - Be sensible: make judgment with common sense.
   - Be sensitive and considerate: exercise self-discipline to avoid causing disturbance or embarrassment to other members of the campus.
   - Be responsible: formulate objectives for the activities, work towards the goals, promote image of student society in particular and university students in general.
   - Be friendly to environment: REDUCE and RECYCLE; keep environment clean, tidy, safe and orderly for others.

4. **SATISFACTION**
   - Satisfaction comes from the learning opportunities and educational outcome of your activity.
   - To achieve maximum satisfaction for all parties involved, make sure your activities are:
     * well thought out,
     * well planned,
     * well promoted,
     * well conducted, and
     * well evaluated.

Last updated: 4 Dec 2017