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**Peer Mentor Programme**

**Term Report**

**Personal Information Collection Statement (PICS)**

1. The purpose of collecting personal data by means of this form is to process your application for the captioned programme. The collected data will be destroyed at the end of the programme.
2. Please note that it is mandatory for you to provide the personal data required or we might not be able to process your application.
3. Your personal data captured might be transferred or shared with other offices of Lingnan University but will not be transferred to outside parties unless authorized or required by the law.
4. You have the right to request access to and correction of information held by us about you. If you wish to access or correct your personal data, please contact Office of Student Affairs at 2616 7309.

|  |  |
| --- | --- |
| **Title of the Event:** |   |
| Event Date:(dd/mm/yyyy) |  / /  | Venue: |   |

|  |
| --- |
| **List of Participant** |
| Name of Peer Mentor:(Full name in English) |  | Student ID number: |  |
| Name of Mentee:(Full name in English) |   | Student ID number: |   |
| Name of Mentee:(Full name in English) |   | Student ID number: |   |

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| **Feedback and Reflection** *(Please use a separate sheet if necessary)* |
| 1. Any difficulties in organizing student-led social event:

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| 1. How are the response of the new students when attending the event:

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| 1. How useful the event in helping peer mentor to enhance the relationship with mentees:

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| 1. Other comments:

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**Peer Mentor Programme**

**Financial Report**

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| --- | --- |
| **Name of Payee:**(Full name in English) |   |
| LU email address: |   |
| Student ID: |   | HK Mobile number: |   |

|  |  |
| --- | --- |
| **Description of Usage / Reason for Reimbursement:** |   |

**Itemized Expenses** *(Please use separate sheet of paper if necessary.)*

|  |  |  |  |
| --- | --- | --- | --- |
| REF No. | RECEIPT DATE | DESCRIPTION | AMOUNT (HKD) |
| e.g. #001 | 22 Oct 2023 | Admission tickets of Art Exhibition | $240 |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| *Note: receipts should be dated between 23 August 2023 to 19 May 2024.* TOTAL AMOUNT: |  |

|  |  |
| --- | --- |
|   |   |
| Signature of Peer Mentor | Date |

Please send the fully completed report to Office of Student Affairs (OSA) at G/F., Dorothy Y L Wong Building or by email to **osa-nso@LN.edu.hk**.

* this Term & Financial Form;
* at least 2 group photos of all participants; *and*
* hardcopy of the original receipts *(must be delivered in person to OSA counter)*.